

Procedure for Professional Development Provided Outside the District

School District of DeSoto

In order to facilitate the awarding of appropriate professional development points for activities outside the District, we adjustments have been made to the forms and procedures used to document these activities.

In order to insure that teachers participate in appropriate activities and know that the activity will be approved, the updated forms and procedure should be followed. By doing so, a teacher will avoid participating in something that does not meet protocol and Master District Inservice Plan requirements. It is important to complete appropriate application paperwork early enough for DIS to grant approval, request more information, or provide a reason for denial.

1. Teacher requests appropriate approval form from DIS. (Jennifer Trainor is the contact for these.)
2. Teacher submits the appropriate request form with documentation (specified on the form) to DIS **prior** to the date of the activity. (Elementary requests sent to Assistant Director Sorrells; secondary requests are sent to Assistant Director Halvorson)
3. AD Sorrells or AD Halvorson review the submission and approve, request more information, or deny with reason.
4. One copy of the form is filed in DIS, two copies are returned to the applicant.
5. Upon completion of the activity and appropriate follow up, documentation is sent to DIS with the remaining two copies of the request form.
6. Documentation is reviewed by the appropriate Assistant Director (Sorrells or Halvorson). Should further documentation be required, the teacher will be contacted and provided input on what is needed to meet standards for approval.
7. Once the activity is in approvable form, the two copies of the request form are sent to Director Dubbert for final approval and signature.
8. One copy of the form is returned to DIS for recording and filing. The remaining copy is sent to the teacher for his/her records.