

Professional Development Course Approval and PD Day Request Forms

Prior Approval of a Course form and Request for Professional Day form procedures:

- Log onto [TeachPoint](#).
- Click on “new” on the upper right side of the screen
 - Select Professional Development
 - Select proper form
- Enter the form in its entirety
- Requests should be submitted at least 2 weeks before date of the course or workshop. Prior approval is required for courses for which tuition reimbursement and/or credit toward advancement on the salary schedule is requested. Failure to do so may result in the course not being approved.
- Attach a copy of the course/workshop description or syllabus to the form, it is needed for approval.
- If requesting tuition reimbursement, attach a copy of the course/workshop costs

If you are requesting reimbursement

- A purchase order will be sent to you. This is for your information only. The PO indicates monies have been encumbered for your reimbursement. *Do not use it as payment for the course or workshop.*
- Upon successful completion of the course or workshop, submit proof of payment (front and back of canceled check, copy of credit/debit card statement or cash receipt).
- Submit grade/transcript/certificate of attendance.