

Non-GGUSD Professional Development Approval Form

Teachers requesting to attend workshops provided by the OCDE or outside organizations for professional development stipend and/or mileage/registration fees, must receive pre-approval from their school Principal and the Department of K-6/7-12 Instruction. In order to be compensated by the professional development stipend, the workshop must meet the requirements detailed on the reverse side of this form.

Directions: Teacher, please fill out part I below and provide to your **school principal one month prior to the professional development activity**. Principals will forward to the Instruction Office and you will receive a final copy back upon completion.

PART I: TEACHER

Name:	School:
Grade/Subject Assignment:	
Name of workshop:	Date(s)/Hours of workshop:
Provider of Workshop:	Location:
Description of workshop (please provide flyer or other documentation)	
How I will communicate workshop information at my school and implement in my classroom/school	
<input type="checkbox"/> I understand that, if approved to attend this workshop for mileage/registration fees and/or professional development stipend, I agree to bring back information from the workshop, share it with my colleagues and administrators.	
Teacher Signature	Date

PART II: PRINCIPAL & OFFICE OF INSTRUCTION

PRINCIPAL: I have conferred with the above named employee and recommend (provide justification): _____ _____ _____	
Principal Signature	Date
Principal-submit to the appropriate Office of Instruction (K-6/7-12) for final approval	
DIRECTOR OF INSTRUCTION:	
<input type="checkbox"/> Approved for hourly pay (school site funding indicate if mileage/registration is needed))	
<input type="checkbox"/> Approved for district professional development stipend (indicate if mileage/registration is needed)	
<input type="checkbox"/> Approved for mileage and registration only (conference - indicate District or site funding)	
<input type="checkbox"/> Not approved: _____	
Director of Instruction Signature(K-6 or 7-12)	Date

District/School Site Staff Development Stipend Guidelines

Hourly compensation for approved professional development is available to full-time preschool through adult education teachers as well as job-share and part-time optional teachers.

- **PRE-APPROVAL NOT REQUIRED:** Workshops offered by the school, district or jointly by district and GGEA are **pre-approved** and do not require this form. For District and/or joint District/GGEA-sponsored workshops simply: (1) sign up for the workshop on Go Sign Me Up; (2) Sign in at the workshop, indicating you wish to be paid stipend.
- **PRE-APPROVAL REQUIRED:** Teachers requesting to be compensated by the professional development stipend, school site hourly pay **and/or** mileage/registration fees for attending workshops or conferences provided by the OCDE or outside educational organizations or consultants, must receive **pre-approval** from their school principal **and** the Department of the K-6 or 7-12 Instruction.

In order to be compensated by the professional development stipend, school site hourly pay or have mileage/registration paid, the teacher must complete the form on reverse and submit to the site Principal. Additionally, the school must submit conference documentation for Board approval. The following guidelines apply to non-GGUSD professional development requiring pre-approval:

	Professional Development Stipend	School site hourly pay
Type of training	Professional development that is initiated at district-level, supports district-wide initiatives and involves multiple schools	School-specific training
Specifications	<ul style="list-style-type: none"> • Activities must occur outside the school day/year • Proof of attendance and verification of hours must be obtained at the event • The form on reverse must be submitted and approved prior to the event 	
Unallowable costs	Stipend credit/teacher hourly pay cannot be given for any activity (such as a conference or convention) for which attendance cannot be verified. ONLY mileage and registration can be provided for conferences, at the discretion of the site administrator.	