



## AP 5-701 – OUT OF PROVINCE PROFESSIONAL DEVELOPMENT APPROVAL

### BACKGROUND

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Western School District recognizes the importance that Professional Development and teacher learning has on improving student learning.

### PROCEDURES

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#### Teachers:

1. At least six weeks prior to the date of the Professional Development Day, complete and submit the Out of Province Professional Development Approval Form.
2. Attach supporting documentation to the form.
3. Submit the form along with the supporting documentation to your Principal.
4. Do not complete a Leave of Absence Form until your Principal informs you that your Professional Development activity was approved by Central Office Administration.
5. When you receive notice of the Central Office approval from the Principal, complete your anticipated Leave of Absence Form.

#### Principals:

1. Review the Professional Development Approval Form submitted by your teacher.
2. Complete the Principal section of the application form. Approve forms that are relevant to the teaching assignment, timely, complete, have supporting documentation attached and that you can support with existing school-based funds.
3. Send the form and documentation as soon as possible to the Central Office Administrator after you checked off in the Principal section.
4. The form will be returned to you, not the teacher.
5. When the form is returned to you from the Central Office Administrator, inform the teacher of the approval status—approved or denied. (An e-mail sent to the staff member documents that you carried out this step.)
6. Instruct the teacher to complete the Leave of Absence Form for all approved days.

Adopted: February 2012