

**PARADISE UNIFIED SCHOOL DISTRICT
STAFF DEVELOPMENT REQUEST**

Authorization to Attend District or Outside Agency Workshop or Inservice

Submitted by:

<i>Last Name</i>	<i>First Name</i>	<i>Position</i>	<i>School/Department</i>	<i>Date</i>

Activity Title: _____

Activity Date(s): _____

Activity Location: _____ Time: _____
(e.g., 3:30-5:00 p.m.)

- Goal of Activity:
- enhancement of instructional methods
 - enhancement of academic content in the core curriculum areas
 - to meet local educational priorities as determined by local governing board

Approval by Site Principal: _____ Check here if teacher is eligible for presenter research & development hours.
Signature *Date*

REQUEST FOR PRESENTER HOURS - If you are a primary presenter for this activity, please indicate the total number of research & development hours you are requesting. ***NOTE:** 1) R&D hours must have prior administrator approval noted above; 2) may not exceed the number of workshop hours; and 3) may not be the same as the activity date.

*Date(s) R&D Completed: _____ Number of R&D Hours Requested: _____

IMPORTANT: This section must be complete for staff development credit to be applied ↗

VERIFICATION OF HOURS COMPLETED *(This section is to be signed by workshop presenter)*

The above named person has completed the number of staff development hours indicated:

Date(s) Attended: _____ <i>(Specific dates required)</i>	Time of Attendance: _____ <i>(e.g., 3:30-5:00 p.m.)</i>	Total number of hours attended: _____
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Signed: _____ **OR** Certificate of completion attached

Questions? Call Sandy in the Instructional Services Office - 872-6400, ext. 225.

sd:3 (Rev. 8/03)

Distribution: • Original - return with original signatures to the District Office
• Yellow - retain for your records