

**KALAMAZOO PUBLIC SCHOOLS
OUT-OF-DISTRICT
PROFESSIONAL DEVELOPMENT REQUEST**

- Complete this form after attending the PD for KALPA credit
- Attach a copy of the Agenda
- Make sure this form is signed and dated
- Did you receive SB-CEU's for this PD? Y N
(You cannot receive PD credit for this offering if you received SB-CEU's)
- Submit completed form to: Vicky Leatherman, Teaching & Learning Services – Administration Building

Participant Information

Employee Name _____ Position/Assignment _____

Work Site _____ Probationary? Y N

Program Information

Please circle one: Conference Workshop/Training Other: _____

Program Title _____

Date(s) and Time(s) _____ Hours of PD _____

For KEA staff: Did any part of this PD occur during time your students were receiving instruction?

Yes No Please specify: _____

Location _____

Sponsoring Organization _____

Approval for Annual PD Hour Requirement

Qualifying programs must meet state PD guidelines and be approved by the participant's supervisor based on alignment of individual, building and/or district goals. Hours toward the state and district requirement will be based on review of the program agenda/outline. Up to 20 TOTAL hours for programs held during students' instructional time may be credited toward an individual's annual PD requirement. The State of Michigan requires documentation of both in-district and out-of-district PD that is included in individual professional development plans for teachers (including other KEA certified staff) and administrators.

Does this program qualify for district PD hours toward 50 annual minimum? Yes No

Supervisor Name _____ Supervisor Signature _____

Date _____