

**Wilmington Public Schools
Request for Professional Development**

This form must be signed by your building principal 10 business days prior to the PD

Name: _____ **School:** _____

Job Title: _____ **Depart/Grade:** _____ **Date:** _____

TITLE OF PD ACTIVITY:

Date(s): _____ **Time(s):** _____

Attending during the work day? _____ *yes _____ no

** Proposal for In-service credit must be completed and attached.*

Substitute Required? ___ Yes ___ No

Length of the activity *(total less time for registration and meals)*

____ **Total Non-school hours** ____ **Total hours during school day**

CHECK ONE OF THE FOLLOWING:

___ **Wilmington University**

___ **Out-of-district PD**

Name of PD provider/organization: *(Must attach a brochure)*

___ **Graduate Course**

Name of College/Univ: *(Must attach a course description)*

Is the course part of a degree program? _____ Yes _____ No

Name of degree: _____

TYPE OF CREDIT BEING REQUESTED:

Check one

____ Inservice

____ Graduate

____ No credit requested

REIMBURSEMENT REQUESTED:

Type

Amount

Tuition _____

Registration Fee _____

Travel _____

Stipend _____

Other (specify) _____

FUNDING SOURCE:

____ School – Acct # _____

____ District- Acct # _____

____ Grant – Acct # _____

Grant Title _____

PO# _____

REQUIRED SIGNATURES

Reviewed by Coordinator/CTL/Liaison/Specialist

Date

Reviewed by Principal

Date

Recommended/Not Recommended by PDC Co-Chair

Date

Approved/Not Approved by Supt/Asst. Supt

Date

For Office use:

In-service credits to be awarded
with submission of:

Wilmington Public Schools Proposal for Inservice Credit

Name: _____
School: _____
Date: _____
Professional Development Program/Activity: _____

Complete this form if you are requesting in-service credit for external professional development programs during the regular workday. Please indicate which of the following this professional development program supports and please indicate the specific goal by category, letter, and number when appropriate.

- Strategic Plan goal _____
- School Improvement Plan goal _____
- Individual professional development goal _____

How are you proposing to share the knowledge gained through this professional development activity to benefit the district?

- Present at staff meeting
- Present at department meeting
- Present at a Vertical Team meeting
- Present at SEPAC/PAC meeting
- Present at a WU
- Design and facilitate a WU
- Host a web-based PLN
- Create a web-based share
- Before/After school workshop for parents or students
- Other (please attach additional information)

What documentation will be submitted to document successful completion of your proposal? (Check all that apply)

- Meeting agenda and minutes
- Attendance/Sign-in sheet
- Materials created (handouts, powerpoint, etc)
- Approved WU proposal
- Links to web-based PLN or share
- Other (please attach additional information)

Inservice credit proposal Approved Disapproved Pending revision
_____ Inservice credit to be awarded for successful completion

Signature of Superintendent/Assistant Superintendent

