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1. Review the Professional Development Approval Form submitted by the teacher.
2. Complete the Principal section of the application form. Approve form if assignment, timely, complete, have supporting documentation attached. If not, return to teacher with existing school-based funds.
3. Send the form and documentation as soon as possible to the Central Office for approval. Turn off in the Principal section.
4. The form will be returned to you, not the teacher.
5. When the form is returned to you, return it to the teacher with the original form and documentation.
6. Instruct the teacher to complete the Leave of Absence Form for all approved days.