

Personal Request Approval Process Professional Development

To officially request district approval for participating in, and receiving credit for, PD, workshops, conferences, webinars and the like being offered outside of the district:

- Log on to the PD Portal
- Click SETTINGS
- Click PERSONAL REQUEST
- Click CREATE A NEW REQUEST button
- The first page of your form will display. Fill in this page completely.
Important notes:
 - If a specific format is requested, be sure to use it: (ex: mm/dd/yy)
 - If the number of meetings is not known, type a best guess number. This field MUST be numeric.
 - List each day PD session meets: again, if not known exactly, give best guess dates in the mm/dd/yy separated by commas format required. Explain your date situation in your course description.
 - Good idea to “cut & paste” the PD description into the “Detailed Course Description:” text box. Also, a PDF document may be attached if available
 - Be sure to click the **Yes** box for the question “Is this for your 12 hours of required PD?”
 - The total number of hours for the PD should be entered as a decimal minus lunch if it is a full day PD.
- Click CONTINUE
- The second page of your form will display: Fill in this page completely.
Important notes:
 - Be sure to “Select initial/first approval person” from the dropdown given.
 - Signify all costs and funding sources for PD not related to 12 hours of PD.
 - Click the SUBMIT button at the bottom of the form.

The form will then go through a 2 step approval process by your administrators. If all administrators APPROVE your request, you will receive an email verifying this, with directions on how to submit “proof of completion” documents for your activity. If your PERSONAL REQUEST is DENIED by any of the administrators, you will receive an email stating the reasons for the denial.

Direct questions concerning this approval process to: Anne Harper at Aharper@epschoolsri.com