

Professional Development Credit for Conference Participation Request Form

Use this form when requesting professional development credit for participating in local, state, or national conferences. Documentation of participation must be provided immediately following the conference event. Documentation may include conference agendas, conference summaries, or certificates of attendance. Forms must be submitted to the Teacher Center at least ten days prior to the event for approval.

Name _____

School _____

Phone number where you can be reached:

Day _____ Evening _____

Grade/Subject _____

Conference
Title _____

Conference
Date(s) _____ Time _____

Conference
Location _____

Number of credit hours requesting _____

I am aware this teacher is making this request, subject to approval by the Teacher Center.

(SUPERVISOR/PRINCIPAL SIGNATURE REQUIRED)

Every effort will be made to return this to you prior to the activity.

After this approval form and documentation are submitted, the information will be entered into the professional development online system.