

## Professional Development and Graduate Course Approval Process

| Professional Development Approval<br>(Funds come from School – unless district wide activity)  | Graduate Course Approval<br>(Funds come from Central Office)   |
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| <ul style="list-style-type: none"> <li>• Attending a workshop, conference, or meeting</li> <li>• Taking a course (<b>NOT</b> for graduate credits)</li> <li>• Reimbursement funds come from your school, unless this is a district wide event</li> </ul>   | <ul style="list-style-type: none"> <li>• Taking a course for graduate credits</li> <li>• Reimbursement funds come from Central Office (Amy Gammons)</li> </ul>   |
| <ol style="list-style-type: none"> <li>1) Fill out a <b>Professional Development Approval Form</b> and <u>attach</u> something about the activity. Form can be found on NPS website under Staff Resources/Professional Development.</li> <li>2) If travel is involved please include a <b>Travel Request Form</b> with your PD paperwork, which can also be found on the NPS website under Staff Resources/Professional Development.</li> <li>3) Submit your paperwork to your building principal for approval/signature.</li> <li>4) Your building principal will send your paperwork to the Central Office for Superintendent approval/signature</li> <li>5) Paperwork will be returned to your school office, where a purchase order will be generated for whatever is needed (registration, travel, etc.)</li> <li>6) You will receive an email from your school office to let you know that you have been approved and a purchase order has been generated.</li> <li>7) School office will assist you with travel, registration, etc.</li> <li>8) <b>If you are paying for any part of this PD with your credit card, please make sure that your school office has generated a purchase order for reimbursement <u>BEFORE</u> you put anything on your card, otherwise we will not be able to reimburse you.</b></li> </ol> | <ol style="list-style-type: none"> <li>1) Fill out a <b>Graduate Course Approval Form</b> and <u>attach</u> something from the university showing <b>course description, tuition and fees</b>. Form can be found on NPS website under Staff Resources/Professional Development.</li> <li>2) Submit your paperwork to your building principal for approval/signature.</li> <li>3) Your building principal will send your paperwork to the Central Office for Superintendent approval/signature.</li> <li>4) Joanna De La Paz will generate a purchase order in your name for reimbursement and will email you to give you the go-ahead to register/pay for your course.</li> <li>5) <b>Please remember, you must hear from Joanna De La Paz <u>BEFORE</u> you register or pay for your course. We will not be able to reimburse for any payments that take place prior to approval AND the date on the purchase order.</b></li> </ol> |
| <p>*One last note – there will be occasions where you will participate in a PD that gives you the option to receive graduate credits for an additional fee. For something like this, you will need paperwork for both PD Approval and Graduate Course Approval and will receive reimbursement from your school for the PD and Central Office for the graduate credits.</p>   |  |