

ATHOL-ROYALSTON REGIONAL SCHOOL DISTRICT
SELF-DIRECTED PROFESSIONAL DEVELOPMENT DAY APPROVAL FORM

Each employee will be entitled to one self-directed floating professional day annually at no expense to the district. The activity on this day must be reasonably related to the employee's IPDP. The committee agrees to provide substitute coverage for the employee when necessary. **Employee requests, including a proposed plan, will be made to his/her building principal, in writing, 14 days in advance. Employees will submit a written report to his/her building principal summarizing the activities which took place on that day.**

Complete Section A below. Give the form to your building administrator, who will sign it and send a copy to you and the Assistant Superintendent. Upon completion of your day, submit a copy of your completed activity, copies of workshop handouts, or other documentation (visitation summary, report, or research analysis) to your principal. The Assistant Superintendent will return a copy of the form to you, with Section C signed, indicating the number of PDP's you received.

SECTION A:

NAME: _____ SCHOOL: _____

Date of Submission: _____ Requested Date: _____

Identify Certification Area for which PDP's are to be provided: _____

Planned Activity for the Day (Please be specific):

Please write out to which IPDP goal(s) your activity applies:

SECTION B:

Principals' Signature and Date: _____

SECTION C:

Type of Documentation Received by Principal: _____

PDPs Approved and Awarded: _____

Superintendent of Schools

Date: _____