



# Professional Development Pre-Approval Form

*Directions: Please fill out completely and submit the form to your building Principal. Upon approval from your building Principal, the form will be sent to the District Office for final approval.*

**Name of Person Requesting Professional Development Approval:**

\_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Professional Development Summary:**

*(attach handouts or other information as necessary with this form when you submit for approval)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Principal's Signature:** \_\_\_\_\_

☐ Approved

**Date:** \_\_\_\_\_

☐ Denied

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**District Administrator's Signature:** \_\_\_\_\_

☐ Approved

**Date:** \_\_\_\_\_

☐ Denied

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_