

Office Use:

Date Received: _____

Accepted

Denied

Admin. Initials _____

Out-of-District PD Proposal

(Complete proposal 7 days in advance)

Name(s): _____

Date(s) and Time(s) of Event: _____

Total PD Hours Requested: _____

Topic of Professional Development: _____

List the related Wisconsin Teaching Standards: _____

Briefly list the expected outcomes as they relate to increasing student achievement in your classroom:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Reporting Options (individual or group must select one of the options below to share learning)

- **Written summary of learning**-can be lesson plans, supplementary materials created, notes gathered
- **Presentation to staff**-can take place during early release, building meetings, department level meetings, school board meetings
(copy of presentation notes/outline to be turned in)

Summary Reflection sheet must be signed and submitted within two weeks of completion.