

WAYLAND PUBLIC SCHOOLS
Wayland, Massachusetts 01778

AUTHORIZATION TO OFFER PROFESSIONAL DEVELOPMENT POINTS

Use this form to obtain approval from the Assistant Superintendent to offer Professional Development Points to participants in an activity you coordinate.

Instructions:

1. Please fill out Part I of this form and return it to the Office of the Assistant Superintendent for approval.
NOTE: The activity must be approved in advance if PDPs OR salary increment credits are to be issued.
2. The Assistant Superintendent will complete Part II and return a copy to you.
3. At the conclusion of the activity, please complete Part III and return to the Office of the Assistant Superintendent.
4. PDP certificates will be issued to participants.

PART I

NAME OF PROFESSIONAL DEVELOPMENT COURSE/ACTIVITY:

DATES _____

FACILITATOR _____

LOCATION _____

OF HOURS _____

I WISH TO OFFER THIS COURSE FOR: _____ PDPs only; _____ Salary Increment Credit; _____ Both

DESCRIPTION OF ACTIVITY:

DESCRIPTION OF THE **PRODUCT** YOU WILL EXPECT FROM PARTICIPANTS IN THIS ACTIVITY:

_____ *Signature of Facilitator*

PART II

NOT APPROVED

APPROVED to offer _____ Professional Development Points

NOT APPROVED

APPROVED to offer _____ Salary Increment Credit

_____ *Signature of Assistant Superintendent*

PART III

PLEASE LIST ON THE ATTENDANCE SHEET PARTICIPANTS WHO HAVE SATISFIED THE REQUIREMENTS FOR THIS ACTIVITY (INCLUDING PRODUCT) AND SHOULD RECEIVE PROFESSIONAL DEVELOPMENT POINTS AS SPECIFIED ABOVE AND RETURN TO CENTRAL OFFICE.

