



Professional Development Transcript Add Request Form A

Use this form for Out-of-District Professional Development conferences, institutes, seminars, & Region One. All documentation must be submitted to the Office of Staff Development within two weeks of session.

Name _____ Campus/Department _____

Social Security Number _____ Job Assignment _____

TO THE OFFICE OF PROFESSIONAL DEVELOPMENT:

Please add the following professional development session to my ERO Professional Development Transcript:

Course title _____ Date of session _____ Time _____

Session Location _____ (Where training took place)

Total **time equivalency** hours _____ (Only hours outside of contract or workday should be listed here. Summer, Saturday, or after school hours when no stipend is received count towards T.E.)

Total **transcript** hours _____ (Any hours you wish to appear on your transcript during contract or workday, non-T.E. should be listed here.)

The following must be completed and submitted with this form:

- My principal's/District supervisor's signature (below)
- Proof of attendance: a copy (not original) of certificate of completion, conference program, and/or agenda from the session

Date Submitted

Signature of Staff Member

To the Office of Professional Development:

I have reviewed this Professional Development Transcript **ADD REQUEST**. According to procedure, I approved this request prior to the staff member's attendance, and I authorize the inclusion of this session on the Professional Development Transcript, as requested.

Date Signed/Approved

Signature of Principal (for all Campus Staff)

Signature of Supervisor (for Administrators/Central Office Staff)