

# Professional Development Request Protocol



Follow the process below. \*\*\*\*\* All professional development must have prior Administrative approval BEFORE registering for the class, conference or workshop.

<b>STEP ONE</b>	Gather information about the desired PD. Download any flyer or other relevant information into a PDF
<b>STEP TWO</b>	Complete and submit the Professional Development Request Form (attach your information downloads)
<b>STEP THREE</b>	Receive notification of your administrator/supervisor's decision
<b>STEP FOUR</b>	Register for the class, conference, or workshop. <i><u>If there is a cost, a Purchase Order must be completed prior to registration.</u></i>
<b>STEP FIVE</b>	Do not forget to enter your PD day into the Employee Kiosk.

## Professional Development Request Form

Link: <https://tinyurl.com/2p974k8b>



### Questions:

Ask your building administrator/supervisor

or call/email Heather Mullenix    heather.mullenix@lclsd.org    (937)364-2338  
ext 11142

