

Request/Authorization to Attend Staff Development

ROP Teachers are contracted for 3 days of staff development each year. Instructional Aides are contracted for 1.5 days. To fulfill this requirement, teachers and instructional aides are responsible for the following:

1. By October 1, select appropriate training to meet this requirement. (Contact ROP Coordinator for assistance if needed. Training must occur between July 1 and May 31 of the current calendar year. ROP trainings such as PBL, SCANS, etc. may be counted toward the required hours but still require completion of the form.)
2. Obtain pre-approval from ROP Coordinator by submitting this form for each activity with Section A completed. (Teachers/Instructional Aides may want to make a copy prior to submitting the form. The ROP Coordinator will complete Section B and return the white copy.)
3. Attend training as requested and approved.
4. Upon completion of training, submit white copy with Section C completed.

Section A (To be completed by ROP Teacher/Instructional Aide and submitted to ROP Coordinator prior to attending activity.)

I request authorization to attend the following:

Name of Activity	Date/s	Time	Total Hours

This will improve my instructional program in the following ways:

Signature of Employee

Date

Section B (To be completed by ROP Coordinator and returned to Teacher/Instructional Aide.)

Approved Denied

Comments:

Signature of Coordinator/Principal

Date

Section C (To be completed by ROP Teacher/Instructional Aide and submitted to ROP Coordinator by May 31.)

I have attended the above as approved.

Signature of Employee

Date