



## Professional Development Transcript Add Request Form A

Use this form for Out-of-District Professional Development conferences, institutes, seminars, Region One, and teacher alternative certification training sessions. All documentation must be submitted to the Office for Professional Development within two weeks of session.

Name \_\_\_\_\_ Campus/Department \_\_\_\_\_

Last 4 Digits of Social Security Number \_\_\_\_\_ Job Assignment \_\_\_\_\_

### TO THE OFFICE FOR 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 for Professional Development:

I have reviewed this Professional Development Transcript **ADD REQUEST**. 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)