

**MANSFIELD PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT REQUEST FORM
(PDPs/SMART PD)**

Today's Date: _____ School: _____

Title of Professional Development: _____

Facilitator: _____ Person filling out form: _____
(if different than Facilitator)

(Be as specific as possible with answers below. Attach additional information to form as needed.)

Target Group/Participants: _____

Date(s) of PD: _____ Time(s) of PD: _____ Location: _____

Total hours of PD: _____ Participant PDPs requested: _____ Facilitator PDPs requested: _____

Objective(s) of PD: _____

Description of intended learning outcome for participants: _____

How does this PD connect to the district goals and/or school improvement plan: _____

PD Facilitator's Signature: _____ Date: _____

Principal's Approval: _____ Date: _____

Asst. Superintendent's Signature: _____ Date: _____

Approved: _____ Not Approved: _____ Comments/Concerns: _____

Facilitator Instructions:

1. Complete this form and submit to Central Office, Attn: Dyana Bogdan for approval by the Assistant Superintendent.
2. Allow Central Office 1 week for approval and/or addition to SMART PD. You will be notified via email for confirmation.
3. Once PD is added to SMART PD, **Facilitators are responsible for:**
 - Communicating to all attendees (including yourself) to register on SMART PD before the Professional Development begins. FYI - they must be registered to obtain PDPs.
 - Printing the Attendance Sheet from SMART PD and collecting signatures from all participants.
 - Submitting the signed and completed Attendance Sheet to Central office, Attn: Dyana Bogdan along with summary of work completed (or copies of presentation) for confirmation and certification of PDP's.

NOTE: Please use FIREFOX or INTERNET EXPLORER to login into SMART PD. There are compatibility issues with Google CHROME.

The DESE has identified the minimum requirements for professional development activities that are eligible for PDPs. Please refer to the following links for more information regarding Professional Development:

<http://www.doe.mass.edu/pd/standards.html>

<http://www.doe.mass.edu/pd/faq.html>

Added to SMART PD: _____ Emailed confirm: _____ PDPs awarded: _____