

# NEW DIGITAL PROFESSIONAL DEVELOPMENT PRE-APPROVAL FORM

We will no longer be using paper forms for pre-approvals.

The image shows two sample paper forms for professional development pre-approval, which are crossed out with a large red 'X'. The left form is titled "Clio Area Schools Professional Development Pre-Approval Form" and includes fields for employee name, date, school, position, workshop title, date, location, hours, and a table for the number of school days used. It also has a "Notes" section and a "Central Office Only" table. The right form is titled "Anticipated Expenses" and includes a table for registration, lodging, and meals, followed by a section for "For Central Office" with checkboxes for "Approved" and "Denied", and a table for "Account to be Charged for Substitute Costs (if applicable)".

Please complete the linked Google Form. The form will be sent to your building principal for review/approval. From there, it will automatically be forwarded to our Curriculum Director and Pupil Accounting Secretary. Once approved, you will be sent an email with instructions to begin the registration process.



<https://forms.gle/dow9QaoUiQSE1abB6>