

Request for Prior Approval of Staff Initiated Staff Development Activity

(Procedures on back of form)

Name: _____

Staff Development Activity: _____

Date of Activity: _____

The above staff development activity meets one of the Staff Development Instructional methods (listed below).

Check one:

- Teaching strategies
- Classroom management
- Conflict resolution
- Training to improve pupil performance
- Academic content in the core curriculum areas

Approved

Disapproved

Supervisor Approval

Date

If disapproved, rationale: _____

Verification of Attendance:

Workshop Presenter or Authorized Representative
Signature

Date

Payroll verification of payment

Date

White: Payroll

Yellow: Supervisor

Pink: Employee

Goldenrod: Employee (1st)

Criteria and Procedures for Compensation of Staff
Initiated Staff Development Activities (Buy Back Days)
(Education Code 44579-44579.4)

A. Criteria for Activity

1. Must meet local educational priorities
2. Must be consistent with "Staff Development Instructional Methods" outlined in education code
 - a. Teaching strategies
 - b. Classroom Management
 - c. Conflict Resolution
 - d. Training to improve pupil performance
 - e. Academic content in the core curriculum areas
3. Must be held outside the instructional day and/or school calendar
4. You must attend a minimum of six (6) hours of instruction to submit for reimbursement but attendance can be in increments of 2,3, or 6 hours
 - a. Sick leave may not be used in lieu of actual attendance

B. Procedures for Reimbursement

1. Prior to attending the activity you must secure your supervisor's written approval of the selected activity by submitting the "Request for Prior Approval of Staff Initiated Staff Development Activity" form with an attached course description. Retain the goldenrod copy for your records.
2. Your supervisor will return the entire form with course description attached and signature of approval or written explanation of denial in a timely manner.
3. When you attend the previously approved activity, you will need to secure a signature or other documentation of attendance (registration alone is not sufficient).
4. Once you have accumulated six (6) hours of approved staff development activity, you submit the Approval form(s) with course description(s) and verification of attendance, including a timesheet, to your supervisor, retaining the pink copy of the Approval form.
5. Supervisor signs the timesheet and submits documentation to payroll retaining the yellow copy for department records.
6. Payroll retain the timesheet and notes date of payment on retained white copy of Approval form(s).