

**KEOTA COMMUNITY SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT APPROVAL PROTOCOL**

APPROVAL ITEM	FORMS	ADDITIONAL INFORMATION	WHEN
Upcoming Professional Development Opportunity	<ul style="list-style-type: none"> ▪Request for District or Building Level Professional Development ▪Purchase Order 	<ul style="list-style-type: none"> ▪Registration forms including location and date of p.d. ▪Transcripts or verification of completion 	<ul style="list-style-type: none"> ▪Up to 2 weeks prior ▪Upon completion
Completed Professional Development w/o Prior Approval	<ul style="list-style-type: none"> ▪Request for District or Building Level Professional Development 	<ul style="list-style-type: none"> ▪Transcripts or verification of completion 	<ul style="list-style-type: none"> ▪Within 30 days of completion
Expenses incurred while at professional development	<ul style="list-style-type: none"> ▪Request for Expense Reimbursement Sheet 	<ul style="list-style-type: none"> ▪Expense receipts 	<ul style="list-style-type: none"> ▪ Within 30 days of completion