

## Out of District Professional Development Form

Employee Name: \_\_\_\_\_

Employee's School: \_\_\_\_\_

Type of Professional Development: \_\_\_\_\_

Place of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Actual Hours of Instructional Time (*registration, break and meal times should **not** be included*): \_\_\_\_\_ hours

GBE Goal and/or student achievement goal addressed:

\_\_\_\_\_  
\_\_\_\_\_

The above request was: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Educator Signature                      Date

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In order to receive proper credit, the following must be complete:

1. Fill out the *Out of District Professional Development Form* in its entirety, with signatures.
2. Attach copy of *Certificate of Completion* from session or conference (if provided).
3. Attach copy of *Agenda(s)* from session or conference.

For certificate renewal credits, email or fax to:  
Janice Stover  
Phone/Fax: 488-6846  
[jstover@horrycountyschools.net](mailto:jstover@horrycountyschools.net)

For exchange day hours, attach to the  
*Professional Development Exchange  
Day Request Form* and submit to your principal.