

USD 330 Mission Valley
Prior Request for PDC Points used for Salary Progression

Name of Staff		Date Submitted	
Name of Activity		Activity Sponsor	
Date(s) of Activity		Time(s) of Activity	
Estimated # of activity hours		Estimated # of PDC points requested	
Location of Activity			
Description of Activity			
What is the estimated # of credits to be requested? *Negotiated Master Agreement (II-5-A) 20 inservice/workshop hours equal one college credit hour		#	
Will activity attendance be on non-contracted time? *Negotiated Master Agreement (II-5-D) Workshops and inservice used for salary progression must be attended after regular teaching hours (or use discretionary days).		YES	NO
Will a district vehicle be used or mileage reimbursement requested? *Negotiated Master Agreement (II-5-D) Fees are the responsibility of the teacher.		YES	NO
Will the district pay for registration costs? *Negotiated Master Agreement (II-5-D) Fees are the responsibility of the teacher.		YES	NO
<p>*Teachers are required to submit their request for prior written approval at least (10) school days for activities that occur during the school year. Request for prior written approval for activities that occur out the school year (Summer) must be submitted by June 1st. *Final approval will be given by the Superintendent or Board of Education when teacher has provided evidence of activity completion. *Points must be used within 5 years of final approval.</p>			
Teacher Signature: Date Submitted:			
<i>OFFICE USE ONLY--must be signed by at least (1) administrator</i>			
Date Received:			
Administrator Signature: Prior Request Approved {YES} {NO} Date:			
Administrator Signature: Prior Request Approved {YES} {NO} Date:			