Otsego Public Schools
Technology/Professional Development Hours Approval Request

Compliance with the Technology Training/Professional Development hours as specified in the Master Agreement is required for full payment of teacher’s yearly salary. Credit for the required hours may be earned by attending any scheduled classes in the Technology Training Lab (located in the Middle School Technology Office). With written approval by the administration on this form, prior to the event, credit may also be earned by attending other professional development activities outside of regular school hours. Credit may also be earned by participation as a presenter in a pre-approved training session for other staff members. Activities and training sessions must be technology-related.

Teacher: ___________________________________ Building: ____________________________

Activity being requested for approval:

__________________________________________________________________________________

Purpose of the activity/workshop:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

How is this activity technology-related?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Date(s) of Activity: ____________________________ Hours: ____________________________

Director of Technology Approval: ________________________________________________

Central Office:

Approved: _________ Not Approved: __________ Date: ____________________________

Superintendent Approval: _________________________________________________________

Once completed, send this form to the Director of Technology. Approval by the Director of Technology and the Superintendent are required BEFORE the activity takes place.