

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.