

## Non-GGUSD Professional Development Approval Form

### DISTRICT NURSES

*District nurses requesting to attend workshops provided by the OCDE or outside organizations for professional development stipend and/or mileage/registration fees must receive pre-approval from the Office of Special Education. In order to be compensated by the professional development stipend, the workshop must meet the requirements detailed on the reverse side of this form.*

**Directions:** Please fill out part I below and provide to your **department one month prior to the professional development activity**. Originals will be forwarded to the Assistant Superintendent OSE and you will receive a final copy back upon completion.

PART I: DISTRICT NURSE	
<b>Name:</b>	<b>Location:</b>
Assignment: <b>SCHOOL NURSE</b>	
Name of workshop:	Date(s)/Hours of workshop:
Provider of Workshop:	Location:
Description of workshop (please provide flyer or other documentation)	
How I will communicate workshop information with other district nurses/OSE:	
<input type="checkbox"/> I understand that, if approved to attend this workshop for mileage/registration fees and/or professional development stipend, I agree to bring back information from the workshop, share it with my colleagues and administrators.	
Signature _____	Date _____

PART II: OFFICE OF SPECIAL EDUCATION	
I have conferred with the above named employee and recommend (provide justification): _____ _____ _____	
Signature _____	Date _____
<b>ASSISTANT SUPERINTENT, OFFICE OF SPECIAL EDUCATION</b>	
<input type="checkbox"/> <b>Approved</b> for district professional development stipend (indicate if mileage/registration is needed)	
<input type="checkbox"/> <b>Approved</b> for mileage and registration only (conference - indicate District or site funding)	
<input type="checkbox"/> <b>Not approved:</b> _____	
Signature _____	Date _____

## District/School Site Staff Development Stipend Guidelines

### DISTRICT NURSES

*Hourly compensation for approved professional development is available to full-time, job-share and part-time optional nurses.*

- **PRE-APPROVAL REQUIRED:** District nurses requesting to be compensated by the professional development stipend **and/or** mileage/registration fees for attending workshops or conferences provided by outside educational organizations or consultants must receive **pre-approval** from their Director **and** the Department of the Assistant Superintendent of the Office of Special Education.

In order to be compensated by the professional development stipend or have mileage/registration paid, district nurses must complete the form on reverse and submit to their supervisor. Additionally, the school nurse must submit conference documentation for Board approval. The following guidelines apply to non-GGUSD professional development requiring pre-approval:

	Professional Development Stipend	
Specifications	<ul style="list-style-type: none"><li>• Activities must occur outside the school day/year</li><li>• Proof of attendance must be obtained at the event and verified by District-level administrator</li><li>• The form on reverse must be submitted and approved prior to the event</li></ul>	
<b>Unallowable</b> costs	Stipend credit/teacher hourly pay cannot be given for any activity (such as a conference or convention) for which attendance cannot be verified. ONLY mileage and registration can be provided for conferences, at the discretion of the Office of Special Education.	