

Procedure for Obtaining SDC Funds, Recertification Hours, and College and Non-College Credits

A teacher or other certified staff member* must have a current Professional Growth Plan (PGP) on file with the building Principal. To obtain recertification, every 3 years a teacher must collect 30 hours in **each** area of certification and 45 hours toward district goals.

To access SDC funds and/or College or Non-College credits

i.e., Teacher attends a conference during the school day.

To obtain Recertification Hours (no money or time out of school)

i.e., In-Service workshop held after school

Prior Approval Needed

Teacher fills out a Pink form and
Attaches the following:
Course/activity description
Registration Form
Copy of PGP with relevant goals highlighted
Detailed expenses



Teacher submits packet to the
Building SDC clerk, who reviews it
and submits to the Principal for
review and signature.



SDC clerk submits proposal
packet to the building SDC and
the CSDS representatives
for review and signatures.



Building SDC clerk gives teacher
copies of signed approval packet.
Teacher completes course or activity.



Teacher submits receipts and
reimbursement form to SDC clerk and
completes the Green evaluation form
and gives it to the Principal.



No Prior Approval Needed

Teacher attends activity.



Teacher completes Green
evaluation form and attaches
PGP with highlighted goals
attached.



Teacher submits form to the
SDC clerk, who reviews it and
submits it to the Principal for
review and signature.



Building SDC and CSDS
representatives review, and, if
OK, sign evaluation form.



Building SDC clerk records the
hours/activity in the teacher's
file that the clerk maintains in
the office database.

* In this chart, "teacher" stands for any certified staff member.