

Claymont City Schools LPDC

Name _____ Building _____

Course/Workshop (attach copy of agenda or description, if available)
LPDC approval required before enrollment

Course/Workshop Title _____ College/Organization _____
(For internet courses, provide the name of the accrediting agency)

Hours Requested: _____ Semester Quarter CEUs (circle one) Date Submitted _____
1 (one) CEU = 10 (ten) clock hours

Activity Proposal

Title of Activity _____

CEUs Requested at the end of the activity: _____ Date Submitted _____
1 (one) CEU = 10 (ten) clock hours

Please provide the following information for a **Course, Workshop or Activity**:

Rationale: Explain how the course, workshop, or activity fits into your Individual Professional Development Plan.

Benefits: Describe the anticipated benefits to yourself, students, building, and/or district as a result of this course, workshop, or activity.

Timeline: Provide a completion date for the course, workshop or activity.

Afterward: If the benefits can be shared with other staff or community members, describe how and with whom you plan to share it.

Attach extra sheets as necessary

This form will be used to pre-approve your request. It will be your responsibility to send it back to the committee with the appropriate documentation (for example, a transcript) to the LPDC for final verification.

Please provide the following information for Activities:

Process: Describe the activity.

Collaboration: If this is a collaborative effort, list all team members and their expected roles and responsibilities.

Assessment: Describe how the impact of this activity will be assessed and identify the person(s) responsible for the completion of this activity.

Attach extra sheets as necessary

Date returned for Verification _____

For LPDC Use Only

Preapproval

Date submitted: _____

Preapproved for _____ semester hours

Preapproved for _____ CEUs

Date returned for more information: _____

Verification

- Full
- Partial
- None

Date returned for more information: _____

Signature of LPDC Chairperson

Date Verified

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