

Request for Prior Approval of Out-of-District GT Professional Development Credit

Submit this request prior to taking PD training to jennifer.covington@cfisd.net.

Training must be content-specific to enhancing the curriculum, identification and assessment, social and emotional needs and/or nature and needs of gifted students. This form must be completed for prior approval of any out-of-district GT training that has not been pre-approved.

Teacher's Name _____

Employee Number _____

Organization Presenting Training _____

Presentation Title Meeting Date(s) _____ Total Credit Hours _____ GT Hours Requested _____	Content Check those that apply.		GT Credit Requested
	Math	<input type="checkbox"/>	Nature/Needs
	Science	<input type="checkbox"/>	Curriculum
	Language Arts	<input type="checkbox"/>	Assessment
	Social Studies	<input type="checkbox"/>	
	Gen. Instruction	<input type="checkbox"/>	

Presentation/Workshop Content (Attach official description and/or online link.)

1. Upon completion of training, you will receive a certificate at the workshop/conference to validate your attendance of GT sessions. You may then submit this documentation for hours earned for GT courses on the *Out-of-District Credit Request* form located in CFPGS/My Learning. Instructions for this task are provided in the CFPGS User's Guide.
2. GT credit will be awarded **ONLY** if you have not received credit for attending a training of the same nature within the past three years. The expectation is that teachers continue to grow professionally by learning content in different courses.

For Office Use Only:

- GT credit issued for requested time of _____ hours.
- GT credit issued for adjusted time of _____ hours.
- Request denied. Information does not indicate that the course is appropriate for issuance of GT credit.