



**HANOVER PUBLIC SCHOOLS**  
**Professional Development / Course Approval Form**

Staff Member's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

School Assignment: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Company or Organization Sponsoring Activity: \_\_\_\_\_

Name of Course, Workshop, or Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s) of Activity: \_\_\_\_\_

**Specific Activity: (Attach backup)**

1. \_\_\_\_\_ Graduate Course
2. \_\_\_\_\_ Workshop, Conference or Seminar
3. \_\_\_\_\_ In House District Approved Project
4. \_\_\_\_\_ Other (Please explain) \_\_\_\_\_

Registration completed: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you already paid? Yes \_\_\_\_\_ No \_\_\_\_\_

***Separate purchase orders must be produced for each payee. Purchase orders must be submitted 10 days prior to the event. Reimbursements will only be made after verification of attendance and proof of payment are provided.***

Total Cost of Activity: \$ \_\_\_\_\_

Purchase Order # \_\_\_\_\_

**\*Upon approval, please enter your absence in Proxy.**

**\*For reimbursement, please fill out the [Reimbursement Request Form](#) on the Professional Development Forms page on the Hanover Public Schools Website.**

**Staff Absence and Approval for Professional Development Activity**

Dates of Absence: \_\_\_\_\_

Building Administrator's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Central Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Approved**

☐ Paid

☐ Unpaid

☐ **Not Approved**