

Hampden-Wilbraham Regional School District  
**PDP REQUEST FORM**

Administrators and department heads who have arranged for school, multi-school or department based professional development activities should use this form to request certificates documenting professional development points from the Office of the Assistant Superintendent for Curriculum, Instruction, and Professional Development.

Title of the activity, workshop or workshop series	
Presenter/Facilitator	
Brief one or two sentence description	
Location	
Dates	
Times	
Total # of hours	
Attachments to include with this cover	<ol style="list-style-type: none"> <li>1. List of participants with the total # of pdp's to which they are entitled (See Summary of Participation form attached.)</li> <li>2. Sign in sheets</li> <li>3. Agenda/s</li> <li>4. Evaluation forms</li> <li>5. Product or Description of Pre/post assessment (if appropriate)</li> <li>6. Resume of presenter (if this is an outside consultant presenting in the district)</li> </ol>
Cost of this activity	Circle Funding Source: Grant or Local  Consultant fees: _____  Substitutes: _____  Stipends: _____  Other: _____

Administrator responsible for this documentation \_\_\_\_\_ Date \_\_\_\_\_

