

**Office of Staff Development & Leadership Training**

**PD-4 – Request to count an Alternate or Out-of-District PD  
Trade-out Timeline: June 4 – September 18, 2010  
Due in Professional Development Office by: September 20, 2010**

School Site: \_\_\_\_\_

<i>Professional Development Title and brief description: *Workshops with stipends do not qualify for trade-out.</i>		
<i>Presenter Name and Title/Organization:</i>		
<i>Date:</i>		<i>Length of Session to be counted for trade: Must be in the following increments</i>  _____ <i>3 hrs-Half Day</i> _____ <i>6 hrs-Full Day</i> _____ <i>12 hrs-Two Full Days</i>
<i>Number of Teachers:</i>		

\_\_\_\_\_  
*Site Principal Signature*

**Please type/print the name of each participant, participant's signature confirming attendance required, and attach a CERTIFICATE of completion.**

\_\_\_\_\_  
*Participant's name (printed or typed)*

\_\_\_\_\_  
*Participant's Signature*

\_\_\_\_\_  
*Participant's name (printed or typed)*

\_\_\_\_\_  
*Participant's Signature*

\_\_\_\_\_  
*Participant's name (printed or typed)*

\_\_\_\_\_  
*Participant's Signature*

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*Participant's name (printed or typed)*

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*Participant's Signature*

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*Participant's name (printed or typed)*

\_\_\_\_\_  
*Participant's Signature*