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PRE-APPROVAL FORM FOR EXTERNAL PROFESSIONAL LEARNING

General Instructions: Complete all questions in sections A – D. Follow the process for conferences and external professional learning that does not appear on the Approved External Professional Learning List found at http://www.fwisd.org/Page/27176. External professional learning includes external conferences and outside consultants/organizations that provide professional learning to FWISD employees.

SECTION A – ATTENDEE INFORMATION

Enter the last name, first name of the employee(s). Or, if this request is campus-wide, indicate so here.	Position Level (Check all that apply) • Campus Staff • Manager • Other • Principal/Director/Ex Director • Assistant/Associate Supt/Chi

Position Title(s)	What content area(s) and grade level(s) do you teac (Department Heads Only)

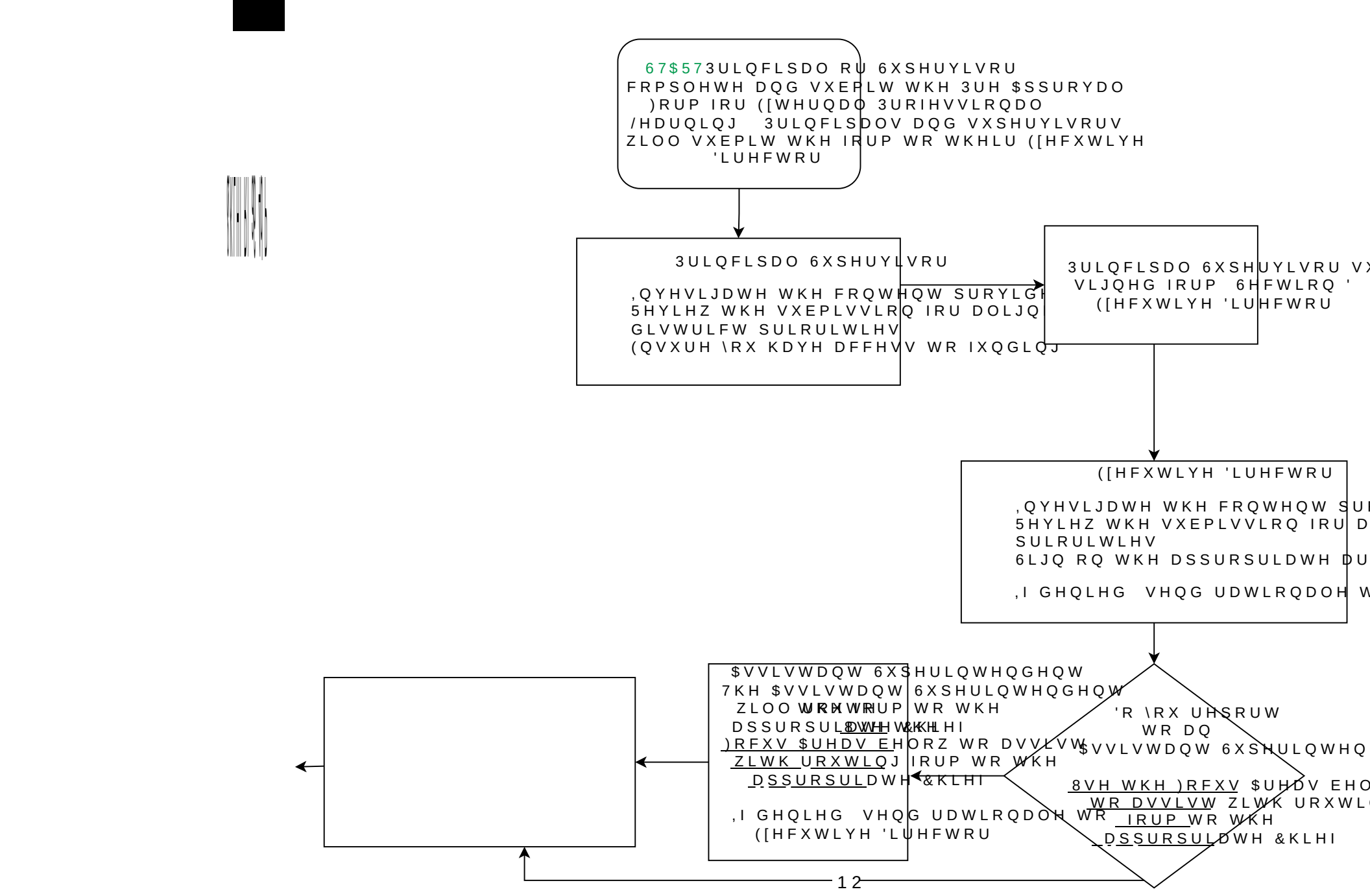
Campus/Department Name	Campus Loc/Dept No.	Campus/Dept Main Phone No.

SECTION B – EXTERNAL PROFESSIONAL LEARNING PROVIDER AND PURCHASE INFORMATION

Type of Learning In-Person Virtual	Conference/Seminar/Course Name	Is this an approved vendor? Yes No Training Location	Start Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)

Service Provider Phone	Service Provider (Vendor) Name	Target Audience Grade Level(s)

PK KG-2nd 3rd-5th
6th-8th 9th-12th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