

# Professional Development Registration Instructions

## (Non-Seattle School District-Sponsored PD)

Description: Registration for attendance at non-school district-sponsored conferences, trainings, or workshops

*Professional development should align with the private school's needs assessment, however, professional development in other areas may be approved, provided they are allowable under the program.*

### Required Documentation

1. Needs Assessment: Prior to requesting approval, a completed Needs Assessment must be on file at the Seattle School District private schools office.
2. Professional Development Request form
3. Completed registration forms
4. Agenda and detail of training content

### Process/Timeline

- **Four weeks prior to registration due date** private school submits Professional Development Request form, registration form, and agenda or description of training to the Seattle School District's private schools office.
- Upon review and approval of professional development activity, private schools office notifies private school.
- **A minimum of two weeks prior to registration due date** Private schools office submits request (registration form or invoice) to Seattle Public Schools accounting department for payment to vendor.