

External Professional Learning

Conferences, Professional Trips, Training, Consultants Pre-Approval Process for Principals and Supervisors

PRINCIPALS AND SUPERVISORS

Principals and supervisors should use the Approved External Professional Learning List when planning external professional learning (conferences, professional trips, training, or consultants). Before entering a requisition, check the Approved External Professional Learning List. If the learning opportunity is not on the approved list, use the Pre-Approval Process for External Professional Learning. If you plan conference attendance, organize external learning for your staff, or use a service provider identified on the Approved External Professional Learning List, skip the process outlined below and start by entering a requisition.

PRE-APPROVAL FOR EXTERNAL PROFESSIONAL LEARNING FORM

Complete all questions in sections A - D. Follow the process for external professional learning and conferences that do not appear on the Approved External Professional Learning List. [CLICK HERE to view the Approved External Professional Learning List.](#)

External professional learning includes external conferences and outside consultants/organizations that provide professional learning to FWISD employees.

Complete all questions in sections A - D (Pages 2-3)

- Section A - Attendee Information
- Section B - External Professional Learning Provider and Purchase Information
- Section C - District Alignment
- Section D - Approval Routing (Signatures)

A process map is on page 4.

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 <https://www.fwisd.org/Page/27170>. 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)* <input type="checkbox"/> Campus Staff <input type="checkbox"/> Manager <input type="checkbox"/> Other <input type="checkbox"/> Principal/Director/Ex Director <input type="checkbox"/> Assistant/Associate Supt/Chief
Position Title(s)	What content area(s) and grade level(s) do you teach? (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 <input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	Conference/Seminar/Course Name	Is this an approved vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)
Service Provider Phone		Training Location	Target Audience Grade Level(s) PK <input type="checkbox"/> KG-2 nd <input type="checkbox"/> 3 rd -5 th <input type="checkbox"/> 6 th -8 th <input type="checkbox"/> 9 th -12 th <input type="checkbox"/>	
		Service Provider (Vendor) Name		
Cost:	Service Provider Email	Budget No:		

SECTION C. DISTRICT ALIGNMENT

Conference/Seminar/Course Objective	Content Area or Job Function Impacted
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Fort Worth ISD Strategic Priorities - Educational Excellence

(Select at least one priority that aligns with the conference/seminar/course objective.)

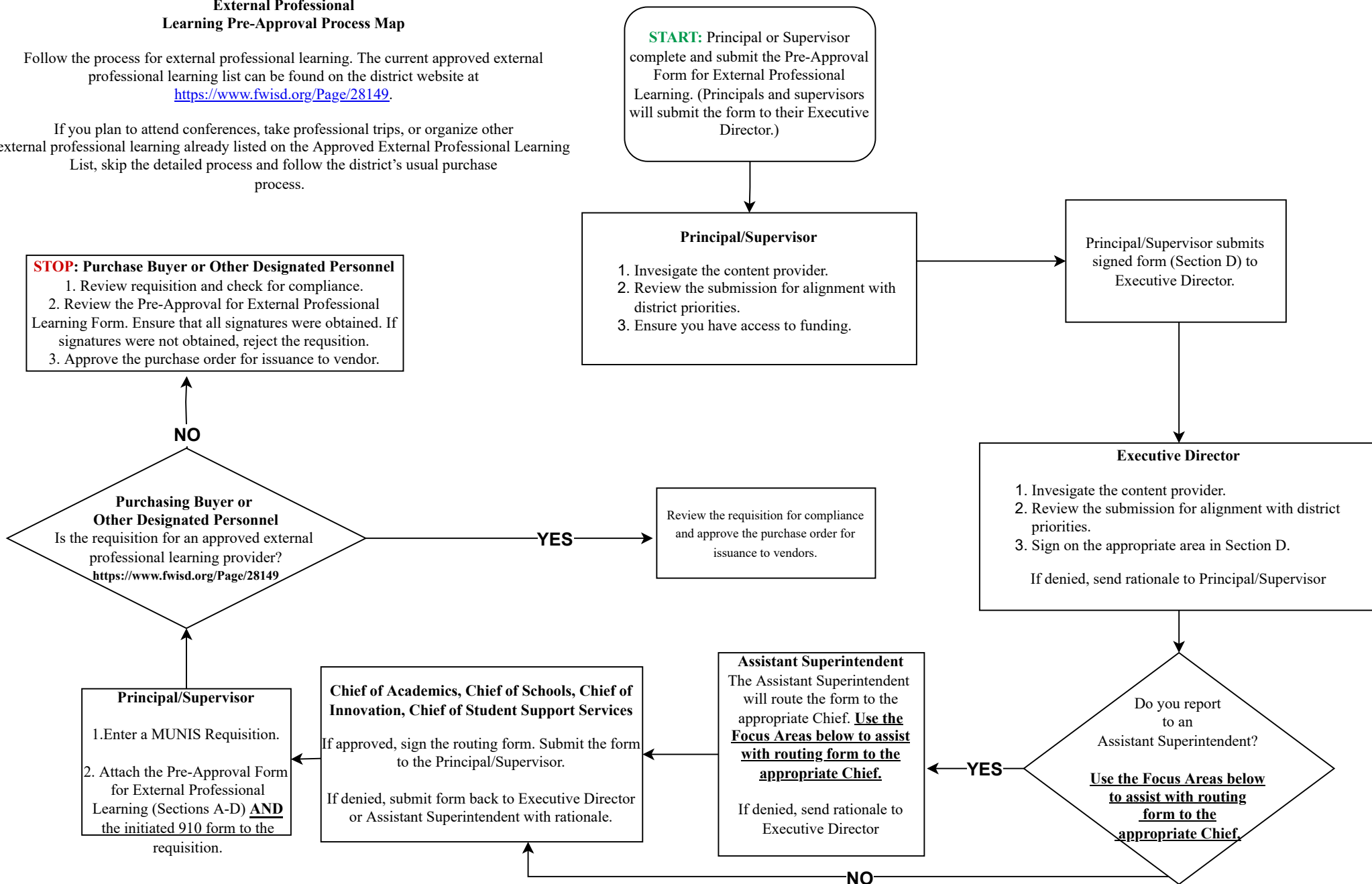
- ☐ Implement and monitor the use of the District curriculum & resources.
- ☐ Create a District and Campus culture that is focused on academic success for all students.
- ☐ Implement and monitor District and campus-based professional learning aligned to District priorities.
- ☐ Create and model a data-rich culture on campuses focused on student growth and achievement.
- ☐ Increase instructional opportunities outside the school day/school year.
- ☐ Improve our Early Learning instructional practices and environment to increase Kindergarten readiness.

SECTION D – APPROVALS ROUTING (SIGNATURES)							
1a. Principal/Supervisor – Name/Title		1b. Contact No.					
1c. Email Address		1d. Comments					
1e. Signature		1f. Date					
EXECUTIVE DIRECTOR							
2a. Executive Director – Name/Title		2b. Contact No.					
2c. Email Address		2d. Comments					
2e. Signature		2f. Date					
ASSISTANT SUPERINTENDENT							
3a. Assistant Superintendent (where applicable) – Name/Title		3b. Contact No.					
3c. Email Address		3d. Comments					
3e. Signature		3f. Date					
ROUTING EXPLANATION							
<p>The Executive Director or Assistant Superintendent (where applicable) will route the form to the appropriate Chief. Check the appropriate box below and route the form.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Chief of Academics <i>Focus area:</i> Instruction, Teaching, Learning </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Chief of Schools <i>Focus area:</i> Leadership Development </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Chief of Innovation <i>Focus area:</i> Career and Technical Education (CTE) and LAN Schools </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Chief of Student Support Services <i>Focus area:</i> Social-Emotional Learning </td> </tr> </table>				<input type="checkbox"/> Chief of Academics <i>Focus area:</i> Instruction, Teaching, Learning	<input type="checkbox"/> Chief of Schools <i>Focus area:</i> Leadership Development	<input type="checkbox"/> Chief of Innovation <i>Focus area:</i> Career and Technical Education (CTE) and LAN Schools	<input type="checkbox"/> Chief of Student Support Services <i>Focus area:</i> Social-Emotional Learning
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CHIEF							
4a. Name		4e. Contact No.					
4b. Title		4f. Comments					
4c. Email Address							
4d. Signature		4g. Date					

External Professional Learning Pre-Approval Process Map

Follow the process for external professional learning. The current approved external professional learning list can be found on the district website at <https://www.fwisd.org/Page/28149>.

If you plan to attend conferences, take professional trips, or organize other external professional learning already listed on the Approved External Professional Learning List, skip the detailed process and follow the district's usual purchase process.



ROUTING EXPLANATION

Chief of Academics

Focus area: Instruction, Teaching, Learning

Chief of Schools

Focus area: Leadership Development

Chief of Innovation

Focus area: Career and Technical Education (CTE) and LAN Schools

Chief of Student Support Services

Focus area: Social-Emotional Learning