

## **TO FILL OUT AN APPLICATION FOR COURSEWORK**

**Coursework no longer needs pre-approval from the LPDC.**

1. Fill out the Application for Coursework (Form B—blue).
2. Attach an official transcript or grade report.
3. Submit the completed, SIGNED form and verification to the LPDC for final approval.
4. **KEEP THE APPROVED DOCUMENTATION IN A SAFE PLACE!**

## **TO FILL OUT AN APPLICATION FOR EQUIVALENT ACTIVITY**

**All equivalent activities require PRE-APPROVAL from the LPDC.**

1. Fill out the Application for Equivalent Activity (Form A—pink) PRIOR to the activity. Be sure to include the **NUMBER OF HOURS REQUESTED** and to explain how the **ACTIVITY RELATES TO YOUR IPDP**.
2. Attach all pertinent information regarding the activity (a brochure, registration form, etc.).
3. Submit the application to the LPDC. If the LPDC is not scheduled to meet before the date of your attendance, your building supervisor **must** sign the pre-approval form.
4. Upon approval from the LPDC, complete the activity.
5. Submit verification (certificate of attendance or log\* that includes dates, goals, or tasks accomplished, hours spent and an approving signature from the person in charge of the activity or a signature from your building principal) along with the **pre-approved application** for final approval from the LPDC.
6. **KEEP THE APPROVED DOCUMENTATION IN A SAFE PLACE!**

\*LPDC Form G—lavendar