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# Professional Development Procedures



HISD does not discriminate on the basis  
of race, religion, color, national origin,  
sex, or disability.

Jadr  
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Documents/School brochures/ProfDev

## OFF-SITE Professional Development

### Step One

- \* Complete online Professional Development Request Form (Staff Resources, Prof. Dev, Request Form)
- \* Digitally attach copy of workshop registration form to the staff development request form. Request will be denied if documentation is not attached. Attachment must contain date, location, and cost of training.
- \* Request form will be automatically submitted electronically to campus principal for approval.

### Step Two

- \* Principal will “Approve” or “Not Approve” request.
- \* Campus Principal will forward approved forms to Curriculum Office for final approval. Campus principal will return “Not Approved” forms to teacher.

### Step Three

- \* District office staff in Admin will email teacher of approval status .
- \* When approval has been granted to attend a conference or workshop, the Curriculum Office will email attendees:
  1. How to complete the registration process
  2. Who will make hotel reservations
  3. Who will need to request a school vehicle

### Step Four

- \* Each participant must request a substitute for the days they will not be on campus. (Check campus policy)

### Step Five

- \* Login to Employee Access and complete request for “Time Off” to attend approved professional development.  
Check Time Off Code “Miscellaneous”

### Step Six

- \* Three days prior to departure, one person from the group should contact Sharon Mayo or Brandy Nabors in the Administration Office and arrange to pick up a district credit card, hotel tax exemption form, and a Credit Card voucher form.  
(Forms available on District site.)

### Step Seven

- \* Hotel expenses, gasoline, and meals should be paid for with school credit card.
- \* Receipts must be kept for ALL credit card transactions
- \* If school credit card is not used, receipts must be submitted for one to be reimbursed.

**Remaining steps MUST be completed within TWO DAYS after activity.**

### Step Eight

- \* Return Credit Card to Administration Office

### Step Nine

- \* Submit the Credit Card Voucher, completely filled out, with all receipts stapled to the back of the voucher to one’s campus principal or director for their signature.
- \* Signed Credit Card Voucher, with receipts attached must then be turned into Administration Office.

### Step Ten

- \* Complete online workshop evaluation form. Submit electronically and print a paper copy for one’s personal records.

## ON-SITE Professional Development

### Campus or District Activities

- \* Prior approval forms are not required
- \* Sign-in at the meeting or activity
- \* Complete online evaluation form
- \* Print copy of evaluation form and for one’s personal records

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### Suggestions for locating Professional Development Opportunities

Region VII website  
Professional Organizations  
State & Regional Listserv  
Peers  
Administrators  
Curriculum Director  
Textbook publishers

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Teachers who attend Professional Development activities may be required to provide training for local district employees.