Activity Proposal Routing

LPDC ONLY
(i.e. Requesting credit which does not involve professional leave or reimbursement.)

Applicant Submits Activity Proposal

Level ONE:

LPDC Building / Central Office Representative:

1. Prescreen against the Activity Proposal Review Form.

2. Do not approve yet because it will be reviewed and determined for approval at the monthly LPDC meeting. You may mark "reviewed" and add comments to return to applicant.

Level TWO:

Building Principals:

The LPDC has already viewed and approved this proposal.

Immediately approve and pass this proposal on.

Level THREE:

Curriculum Office:

The LPDC has already viewed and approved this proposal.

Immediately approve and pass this proposal on.

(Document is now saved for completion/ verification process.)

Business/ Professional Leave ONLY
(i.e. Professional leave in which you are NOT requesting LPDC credit.)
Applicant Submits Activity Proposal

Level ONE:

LPDC Building / Central Office Representative:

Immediately approve and pass this proposal on.

Level TWO:

Building Principals:

Act upon this request for approval.

Level THREE:

Curriculum Office:

Act upon this request for approval.

LPDC and Business/ Professional Leave
(i.e. Requesting School leave, Professional leave AND LPDC credit.)
Applicant Submits Activity Proposal

Level ONE:

LPDC Building / Central Office Representative:

Same as LPDC ONLY.

Level TWO:

Building Principals:

Act upon this request for approval.

Level THREE:

Curriculum Office:

Act upon this request for approval.