



## Out of District (OOD) Professional Development Credit Request Form

Forms submitted without proper signatures or with missing information will be denied credit and returned to employee to resubmit.

**Directions for Submitting Your Request for OOD Credit:**

1. Complete all sections of this form.
2. Check Approved [Out of District Learnings Events](#) to determine if Principal/Supervisor signature is required.
3. If the learning event is not on the approved list, obtain Principal/Supervisor signature.
4. Upload this form and proof of attendance (certificate showing number of hours) into Eduphoria Workshop/Strive under **My Portfolio**.
  - [Click here](#) for screenshot instructions on creating a My Portfolio entry.

**If Requesting GT Update Credit:**  
If the participant wishes to attend a learning event for GT Credit (not on Approved out of District Learning Events List), prior approval must be requested. To request GT Credit, complete the **Request for GT Update Form** (on KatyNet Online Forms in MyKatyCloud) and include a description of the learning event. Send the Request for GT Update Form and the OOD Form to the GT/AAS Department.

**When entering OOD information into your Strive/Eduphoria Portfolio, enter “I am requesting GT Update Credit” in the Comments box.**

Section 1: GENERAL INFORMATION		
Employee Name:		
KISD ID Number:	Campus or Department:	
Job Title/Grade Level:	Today’s Date:	
Section 2: TRAINING INFORMATION		
Title of Training:		
Training Goal:		
Sponsor/Provider of Training:		
Start Date and Time:	End Date and Time:	
Location of Training:	Total Hours Attended (must match certificate):	
Section 3: PAYMENT INFORMATION		
Is a Sub required for your classroom?		
Who is paying for Subs?		
Who is paying for course registration fees?		
Who is paying for travel expenses, if applicable?		
Section 4: PRINCIPAL/SUPERVISOR APPROVAL		
<i>Principal/supervisor approval is required for learning events <b>not</b> included on the <a href="#">Approved List</a>.</i>		
Principal/Supervisor Signature:	Printed Name:	Date:

For questions about this form or the Out of District Credit Process, contact Professional Learning at 281-396-2480.