

## PD Request & Participation Protocol

Thank you so much for your interest in participating in professional learning opportunities. We appreciate your time and the resources you will bring to our district. Please read the following information to help us plan a successful experience for you.

1. Please make a copy and complete the following [PD Request Form](#).
  - a. After providing the information pertaining to your PD experience, please email or send via internal mail to the Department of Instructional Services.
  - b. PD experiences are approved by the Superintendent.

### After Approval

2. The Department of Instructional Services will work on the details of the approved Purchase Order like conference registration and hotel reservations.
3. Please forward any confirmation email you receive to the person working on your trip.

### Preparing for your Trip / PD Experience

4. Communicate with Shawn Marlin in the Bus Garage via email at [shawn.marlin@keokukschools.org](mailto:shawn.marlin@keokukschools.org) make sure you know where/how to collect school vehicle keys. If traveling by air or train, please schedule a time to meet with Instructional Services to purchase your travel arrangements.
5. You need a travel credit card to check in to your hotel. This credit card should be in the same envelope as your keys. It is the same credit card you will use for gas on a school vehicle.
6. For meal reimbursement, use [this form](#) and complete only the sections that you need. Please remember that alcoholic beverages should not be included on any receipts submitted to Central Office, nor will they be reimbursed.
7. If you cannot attend the conference, please call the hotel with your confirmation number and cancel the reservation. Reservations are under your name. Please notify Instructional Services. Please remember that late cancellations often result in the District incurring unnecessary fees and expenses.
8. **Webinars/Virtual Conferences:** enter your PD day in Frontline. You may participate in your virtual learning event from your building or Central Office. Please let Instructional Services or Jill Carter via email at [jill.carter@keokukschools.org](mailto:jill.carter@keokukschools.org) know ahead of time to reserve the conference room at Central Office.

### **During the Trip**

9. Please contact Instructional Services if you have any questions about your conference/hotel.
10. For any school vehicle related issues, please contact Dave Grogan at **(319) 524-3690**.

### **After the Trip**

11. After parking the school vehicle to Transportation, deposit the keys in the designated key slot(left side of the first door on your way out). Make sure you completed the documentation provided by transportation regarding mileage.
12. Please send your hotel receipt, itemized meal receipts, gas receipts to [heather.campbell@keokukschools.org](mailto:heather.campbell@keokukschools.org).