

**HAMMONTON PUBLIC SCHOOL**  
**PROCEDURES/GUIDELINES FOR OUT-OF-DISTRICT**  
**PROFESSIONAL DEVELOPMENT DAYS**  
**2013-2014**

1. If interested in attending a professional development seminar or workshop, discuss with your immediate supervisor. If both of you mutually agree that the professional development opportunity would benefit your professional growth and student achievement, obtain a **Pre-Approval and/or Professional Day Form** from the general office.
2. Complete the top portion of the **Pre-Approval and/or Professional Day Form**. Your building principal **MUST** approve any mileage & travel expenses. You, building principal and supervisor **MUST** sign the form.
3. Completely and legibly fill in the seminar or workshop registration form. Make a copy for yourself and attach to the **Pre-Approval and/or Professional Day Form**. Don't forget to include the # of hours.
4. Give the completed forms to your principal and/or supervisor for his/her signature and date.
5. If applicable, log onto your AESOP account for substitute purposes.
6. Submit this paperwork to the Julie Comunale, Superintendent's Office after you have obtained the principal and/or supervisor's signatures and approvals.
7. If your Professional Development request is approved, you will receive a Professional Day Approval Letter from Julie Comunale.
8. ***IF FOR ANY REASON YOU DO NOT ATTEND THE WORKSHOP, SEMINAR, CONFERENCE, ETC., INFORM YOUR SUPERVISOR & JULIE COMUNALE, EXT. 374; ESPECIALLY IF PURCHASE ORDERS WERE PREPARED FOR REGISTRATION FEES AND/OR OTHER EXPENSES; THEN DELETE THE ABSENCE FROM YOUR AESOP ACCOUNT.***
9. After attending the professional development seminar or workshop, complete the required paperwork, i.e., Mileage Log, Mileage Voucher and/or Expense(s) Reimbursement Voucher for any pre-approved expenses, and submit paperwork to Julie Comunale for reimbursement.  
***(These forms can all be found on the Website. Click on the "Staff" section on the homepage)***
10. Access **Homework Connection** to record the information on the Annual Professional Development Record of Hours and to type the **state mandated written report**.

**HAMMONTON PUBLIC SCHOOLS**  
**ETTC PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

[www.etc.net](http://www.etc.net)

1. If interested in attending an ETTC professional development seminar or workshop please contact your principal/supervisor. If both of you mutually agree that the professional development opportunity would benefit your professional growth and student achievement, obtain a **Pre-Approval and/or Professional Day Form** from the general office.
2. You must register yourself for ETTC classes online. [www.etc.net](http://www.etc.net) . Please print and attach your registration confirmation. Complete the top portion of the **Pre-Approval and/or Professional Day Form**. Your building principal **MUST** approve mileage & travel expenses. You, your building principal and/or supervisor **MUST** sign and date the form.
3. **Present the completed forms to your principal and/or supervisor for her/his signature and date.**
4. If applicable, log onto your AESOP account for substitute purposes.
5. Submit this paperwork to the Superintendent's Office, Attention Julie Comunale after you have obtained the principal/supervisor's signatures.
6. If your ETTC Professional Development request is approved, you will receive a **Professional Day Approval Letter** from Julie Comunale, Superintendent's Office.  
***IF FOR ANY REASON YOU DO NOT ATTEND ETTC WORKSHOP, INFORM YOUR SUPERVISOR & JULIE COMUNALE; THEN DELETE THE ABSENCE FROM YOUR AESOP ACCOUNT.***  
***WE WILL BE CHARGED FOR THE ETTC HOURS IF YOU DO NOT CANCEL YOUR REGISTRATION!***
7. After attending the ETTC professional development seminar or workshop, complete the required paperwork, i.e., Mileage Log, Mileage Voucher and/or Expense(s) Reimbursement Voucher, if approved, and **submit to the attention of Julie Comunale**. (These forms can be found on the Website. Click on the "Staff" section on the homepage).
8. Access **Homework Connection** to record the information on the Annual Professional Development Record of Hours and to type the **state mandated written report**.