

Westford Public Schools  
**Professional Development Points (PDP) Request Form**

This form is to be completed and submitted to the building principal, curriculum coordinator (if applicable), then to the Assistant Superintendent of Curriculum & Instruction for approval *prior* to starting a task/project that may qualify for the distribution of PDPs. Please note projects/tasks that have less than 10 contact hours will receive a Certificate of Contact Hours, not PDPs. These certificates can later be bundled (by groups of 10 hours) to convert to PDPs at the state level. For more information regarding the PDPs requirements, visit <http://www.doe.mass.edu/pd/faq.html>

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Task/Project Name: \_\_\_\_\_

Task Objective:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Number of People Working on Task/Project for PDPs (count yourself): \_\_\_\_\_

Total Number of Contact Hours: \_\_\_\_\_

Date(s)/Time of Meeting(s): \_\_\_\_\_

Describe contact hours (e.g. webinar *[be specific]*, face-to-face mtg with presenter, etc.): \_\_\_\_\_  
\_\_\_\_\_

Which of the following does this professional development address (check all that apply):  
 Digital Learning Plan Goals     District Strategic Plan     School Improvement Plan Goals,  
 Personal Ed Eval Goals     MA Curriculum Frameworks     DESE Requirement

Provide an explanation addressing areas checked above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What "end product" do you plan to submit to demonstrate the application of the skills/practices that you learned from the professional development?  
\_\_\_\_\_

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In order to receive PDPs, the meeting agenda, minutes, and product must be submitted to Asst. Superintendent upon completion.

-----  
Curriculum Coordinator Approval (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_