

How to Register for Professional Development:

1. Fill out the "Conference Request Form"
2. Turn the "Conference Request Form" into the building Principal for approval
3. Obtaining a Purchase Order:
 - If a BUILDING account is paying for the conference the building secretary will create a requisition in the MUNIS system
 - If a STATE/FEDERAL PROGRAM (Title I or II) is paying for the conference please send form to the Director of Academic Programs
4. Donna Unwin will always email you a purchase order #
5. Once you receive your purchase order #, you must register for your conference:
 - **If the conference occurs at the ISD:** You must register with your personal information on the ISD website (with the purchase order # Donna provided).
 - **If the conference occurs outside the ISD:** You may register yourself or if you send all appropriate paperwork Donna can register you and/or mail a check.
6. **Don't forget to log your PD on your "Annual Record of Professional Development"**