

PIR Special Request Form

In order to earn PIR credit this form must be filled out and approved prior to attending the professional learning opportunity. After filling out this form to request consideration you must also register yourself for a "special request" course on the MEA Replacement Registration form. Please contact LPScurriculum@laurel.k12.mt.us if you have any questions.

Your email address (charla_wetsch@laurel.k12.mt.us) will be recorded when you submit this form. Not [charla_wetsch](#)? [Sign out](#)

* Required

1. Is this PD outside of the duty day and/or the contract year? *

Mark only one oval.

yes

No After the last question in this section, skip to "Event outside of Contracted time.."

2. Last name, First name

3. School

Check all that apply.

South Elementary

West Elementary

Graff Elementary

Laurel Middle School

Laurel High School

4. Teaching Assignment

Mark only one oval.

General Education Classroom teacher

Core Content Teacher

Specialist (Fine/Performing Arts)

Specialist (PE/Health enhancement)

Specialist (CTE/Business, Tech, Language)

Specialist (CTE/Vocational AgEd)

Specialist (Library Media Studies)

Counseling

Information about your special request

5. Event Title

6. Event Description

7. Event Website including agenda (If you don't have this information or only have a hard copy, please note here that you will be scanning and emailing event agenda to lpcurriculum@laurel.k12.mt.us)

8. Event location including city, state

9. Event Contact Name

10. Event Contact email/phone

11. Event Start date

Example: December 15, 2012

12. Event End date

Example: December 15, 2012

13. Event Start Time

Example: 8:30 AM

14. Event End Time

Example: 8:30 AM

15. Number of PIR hours requested

Mark only one oval.

- 2 hours
- 4 hours
- 6 hours = 1 full day
- 9 hours = 1.5 days
- 12 hours = 2 full days

16. Explain how this PD opportunity will enhance your practice in your specific content area

District Disclaimer

If you DON'T indicate understanding of the following four statements, you will NOT be approved for your special request.

17. I understand that after the event, I must submit documentation of my attendance to the curriculum office. * Acceptable documentation includes a copy of the certificate of attendance that I receive at the end of the event. I understand that if no certificate is issued, then I am responsible to arrange for an e-mail confirmation to be sent by the trainer or event sponsor to the Curriculum Director. AFTER FILLING OUT THIS FORM, ALSO REGISTER FOR A SPECIAL REQUEST ON THE LAUREL PIR CATALOGUE. *

Mark only one oval.

- yes** *After the last question in this section, skip to "Click on the link below to submit your special request."*
- No** *After the last question in this section, skip to "District Disclaimer - No response on one of the items.."*

18. I understand that LPS will not issue an OPI renewal certificate for this event (an OPI renewal certificate can only be issued by the provider of the training). *

Mark only one oval.

- yes** *After the last question in this section, skip to "Click on the link below to submit your special request."*
- No** *After the last question in this section, skip to "District Disclaimer - No response on one of the items.."*

19. If I fail to attend, I understand I am to contact the curriculum office immediately. *

Mark only one oval.

- yes** *After the last question in this section, skip to "Click on the link below to submit your special request."*
- No** *After the last question in this section, skip to "District Disclaimer - No response on one of the items.."*

20. I understand that falsification of this form will lead to disciplinary action. *

Mark only one oval.

- yes** Skip to "Click on the link below to submit your special request."
- No** Skip to "District Disclaimer - No response on one of the items.."

Skip to "Click on the link below to submit your special request."

Event outside of Contracted time.

The event you are requesting is NOT outside of your contracted time. You are NOT be approved for your special request. Please contact lpcurriculum@laurel.k12.mt.us for further discussion of your special request.

Stop filling out this form.

Click on the link below to submit your special request

Please contact lpcurriculum@laurel.k12.mt.us for further discussion of your special request.

Stop filling out this form.

District Disclaimer - No response on one of the items.

You did not indicate understanding of one or more of the following four statements. You are NOT be approved for your special request. Please contact lpcurriculum@laurel.k12.mt.us for further discussion of your special request.

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