



## LPDC EDUCATIONAL PROJECTS/TRAVEL FORM

Name: \_\_\_\_\_ Educator State ID#: 

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School: \_\_\_\_\_ School City: \_\_\_\_\_

Check one:

- ☐ Educational Project  
☐ Educational Travel

Educational Projects or Educational Travel must relate to at least one of the following: *(check all that apply)*

- ☐ Your school/diocesan goals  
☐ Your own professional development  
☐ Enhancement of student learning in your classroom

Date(s)/Timeframe of your project or travel: \_\_\_\_\_  
*(Travel and recreation time do not apply to CEUs)*

**Please attach a request, written according to the rubric below.**

### Paragraph 1

- Explain the goal of this professional development.
- Describe how it relates to **your professional development**.
- Give the name and/or sponsor of the development opportunity, if applicable.
- How many **total hours** did you spend?

Please break down into the following categories:

Planning and preparation

Time at sessions

Research and writing of projects/papers

Time when you were **actively involved** in professional development (personal learning)

### Paragraph 2

- What materials and activities were used in the professional development activity?
- What did you learn from the experience?

### Paragraph 3

- Explain how you plan to use what you have learned from this professional development experience **to enhance student learning in your classes, or for your own professional development**.

Please attach any items that verify your attendance, such as a badge, invoice, agenda, handouts, notes, pictures, certificates issued, etc.

Attach **LPDC Request for CEU Credit** form to the top of the packet and turn in to your supervisor (principal/pastor/superintendent) for his/her signature. Send the request along with these forms to the LPDC for approval.