



Private Non-Profit School Professional Development Request Checklist

1. Local Professional Development (6239, 6299, 6419)

- Completed EPISD Private Non-Profit Schools Staff Development/Travel Justification Form
- Conference Agenda or Flyer
- Approved TEA Request for Approval of Participant Support Cost
- Copy of PNP CIP strategy
- EPISD Reimbursement Agreement

2. Out-of-Town Professional Development (6419)

- Completed EPISD Private Non-Profit Schools Staff Development/Travel Justification Form
- Conference Agenda or Flyer
- Approved TEA Request for Approval of Participant Support Cost
- Copy of PNP CIP strategy
- Completed Travel Request
- Rental Car Justification (if requested)
- EPISD Reimbursement Agreement

3. Out-of-State Professional Development (6419)

- Completed EPISD Private Non-Profit Schools Staff Development/Travel Justification Form
- Conference Agenda or Flyer
- Approved TEA Request for Approval of Participant Support Cost
- Copy of PNP CIP strategy
- Completed Travel Request
- Rental Car Justification (if requested)
- TEA Justification of Specific Expenditure: Program-Related Out-of-State Travel
- EPISD Reimbursement Agreement