



## HOW TO SUBMIT A PERSONAL REQUEST

From: Elizabeth Haskell, Director of Curriculum and Assessment  
To: All District Faculty & Staff  
Subject: PERSONAL REQUEST APPROVAL Process for Conferences, Workshops & Course Reimbursements

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Dear Faculty/Staff,

The Somerset and Somerset Berkley Regional School Districts use SmartPD for officially requesting district approval for participating in, and receiving credit for, conferences, workshops or course reimbursements being offered outside of the district. Your request, called a “PERSONAL REQUEST”, will be done by submitting an online form through our professional development system, [SmartPD](#). (**Please note, course reimbursement must be submitted through [SmartPD](#).**)

Instructions for submitting a PERSONAL REQUEST form:

- Go to [SmartPD](https://app.smartedu.net/somerset/pd/) <https://app.smartedu.net/somerset/pd/>
- At the Somerset [SmartPD](#) triangle, click LOGIN
- Type in your Username and Password
- Click SETTINGS
- Click PERSONAL REQUEST
- Click the CREATE A NEW REQUEST button
- The first page of your form will display. Fill in this page completely.

**Important notes:**

- If a specific format is requested, be sure to use it: (ex: mm/dd/yy)
- If the number of meetings is not known, type a best guess number. This field **MUST** be numeric.
- List each day course meets: again, if not known exactly, give best guess dates in the required mm/dd/yy separated by commas format required. **IMPORTANT: If your course is an online course, or a course where dates are unknown or may vary, re-type in the START DATE field in mm/dd/yy format, and explain your specific date situation in your course description.**

**In order for the Workshop, Conference, or Course to be considered you MUST include:**

1. A detailed workshop/conference/course description (copy & paste the URL in the text box OR attach as a PDF)
2. A copy of your current IPDP (attach as a PDF or type in the text box “SEE SmartPD IPDP” if you have completed the IPDP through SmartPD)
3. Answers to the following questions typed in the text box:

**Q1. How does the objective of this conference or workshop relate to your individual**



**professional development goals, your school's improvement plan/goals, and/or your district's strategic objectives?**

**Q2a. Have you attended this conference or workshop before? If so, how has it impacted teaching and learning and how will attending this again continue to benefit you and your students?**

**Q3. How do you plan to share what you learn with your colleagues and/or administrator? (i.e. Share-out at a faculty meeting or department meeting or Facilitate a series of PD sessions in-district)**

- Click CONTINUE
- The second page of your form will display: Fill in this page completely.

**Important notes:**

- Be sure to "Select initial/first approval person" from the dropdown given.
- Signify all costs and credits/CEUs/PDPs involved for your course in the fields provided.
- Do NOT type in dollar signs (\$) in the cost fields.
- Click the SUBMIT button at the bottom of the form.

The form will then go through a 3-step approval process by your Principal, Curriculum or Special Education Director, and Superintendent. If all administrators APPROVE your request, you will receive an email verifying this, with directions on next steps. Next steps include:

- Submit your absence through Harper's
- Request that your School Administrative Assistant generate a Purchase Requisition
- Register yourself for the conference/workshop
- (For course reimbursement) Submit "proof of completion" documents to Robin Vaccaro [vaccaror@sbrogional.org](mailto:vaccaror@sbrogional.org) via interoffice mail

If your PERSONAL REQUEST is DENIED by any of the administrators, you will receive an email stating the reasons for the denial.

E-mail direct questions concerning this approval process to: Andrea Smith, Data & Information Specialist [smitha@sbrogional.org](mailto:smitha@sbrogional.org) AND Elizabeth Haskell, Director of Curriculum and Assessment [haskelle@sbrogional.org](mailto:haskelle@sbrogional.org)

Sincerely,

*Liz*

Elizabeth Haskell  
Director of Curriculum and Assessment  
Somerset Public Schools & Somerset Berkley Regional School Districts