

2009 AP Summer Institute Registration Procedures and Guidelines

- Who may attend? Any teacher assigned to teach Pre-AP or AP for the 2009-2010 school year.
- Search for the AP Summer Institutes (APSI) sessions for your course either by using the website <http://apcentral.collegeboard.com/apc/Pageflows/InstitutesAndWorkshops/InstitutesAndWorkshopsController.jspf> or the attachments with the universities and sessions.
- Secure approval from principals or academic vice principal (no action will be taken without their approval).
- Email Deborah George (cc academic vice principal) for district approval to attend APSI. In the email, include date, course title, and university/location.
- Once district approval has been secured, download and complete registration form from the University's website.
- If the APSI course is in the metroplex area, fill out registration form and send it to Toni Morales at the Administration Building. You can get reimbursed for mileage, call Toni at 972-215-5262
- If the APSI course is out of the metroplex area, complete and secure signatures for the Irving ISD Leave and Travel Form (get from your campus secretary); fill out top portion, the first column, and the date and time of departure and arrival. Housing arrangements will be made if they are in the campus dorms. Other travel arrangements will have to be made by you if you decide to fly or stay in a hotel.
- Travel arrangements are to be done in the most cost effective method. We will only reimburse you for the lesser of the costs.
- Attend the course, and get a certificate of completion for the APSI course you attended.
- Send a copy of the certificate to Toni Morales at the Administration Building. Please indicate if you want the APSI to count for District Professional Development or Professional Development.
- Approval for District Professional Development will be considered on a case by case basis.
- Complete and sign the Irving ISD Leave and Travel Form along with any receipts you have. Send all this to Toni Morales at the Administration Building within 10 days of attending APSI course.

We will route the information of your attendance to the Staff Development office.