

# Professional Development Approval Request Form

To:

From:

School/District:

Date:

Course: IEP Solutions Bundle: IEP Present Levels + IEP Data Collection Made Easy

## Provider Information

Don't IEP Alone

Instructor: Lisa Lightner, Special Education Advocate and Author

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Course Description: This self-paced, online training is designed to support both general and special education teachers in collecting meaningful IEP data and contributing effectively to or writing IEP Present Levels of Performance.

## Learning Objectives

Participants will:

- Understand the role of academic and functional data in Present Levels
- Identify and apply various data collection methods (frequency, duration, trials, etc.)
- Learn to write Present Levels that are clear, measurable, and actionable
- Access real examples and templates to support their work on IEP teams

## Format & Time Commitment

- Self-paced, online format
- Includes lesson instruction, examples, checklists, and printable resources

Estimated instructional time: 3 Hours for IEP Data Collection, 5 Hours for How to Write IEP Present Levels. Certificate of Completion: A certificate including hours, objectives, and participant details will be provided upon course completion for district documentation.

I respectfully request approval to complete this course for professional development credit.

Teacher Signature:

Date:

