

Outside Professional Development

Login as normal and you will see the following screen. Fill out form for the PD approval request.

Name: HICKS, ROBERTA
Address: 169 MCKENNON ROAD
MORRILTON, AR 72110

Professional Development
Out-of-District PD Request

Form Review

Name of Workshop/Training/Conference

Location of Workshop/Training

// 12:00 AM 12:00 AM
Date Start Time End Time

1
Over how many days? Anticipated PD Hours as decimal (6.0,6.5) Request PD as Flex Hours?

Describe of how this training addresses your Professional Growth Plan or your school's ACSIP Plan: [View PGP](#)

Are you requesting District Payment or Reimbursement for this Professional Development? No

Calendar and Date Picker

Name: HICKS, ROBERTA
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Are you requesting District Payment or Reimbursement for this Professional Development? No

Click Icon to get date or time picker.

07:30 AM	07:45 AM	08:00 AM	08:15 AM	08:30 AM	08:45 AM
09:00 AM	09:15 AM	09:30 AM	09:45 AM	10:00 AM	10:15 AM
10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM
12:00 PM	12:15 PM	12:30 PM	12:45 PM	01:00 PM	01:15 PM
01:30 PM	01:45 PM	02:00 PM	02:15 PM	02:30 PM	02:45 PM
03:00 PM	03:15 PM	03:30 PM	03:45 PM	04:00 PM	04:15 PM
04:30 PM	04:45 PM	05:00 PM	05:15 PM	05:30 PM	05:45 PM
06:00 PM	06:15 PM	06:30 PM	06:45 PM	07:00 PM	07:15 PM
07:30 PM	07:45 PM	08:00 PM	08:15 PM	08:30 PM	08:45 PM
09:00 PM	09:15 PM	09:30 PM	09:45 PM	10:00 PM	

Click time you want to select.

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When describing how this workshop will address your PGP, you may view your approved PGP by clicking the link.

Professional Development

Name: HICKS, ROBERTA
Address: 169 MCKENNON ROAD
MORRILTON, AR 72110

Out-of-District PD Request

Form Review

Logout

Workshop for testing Outside PD
Name of Workshop/Training/Conference

UAMS
Location of Workshop/Training

05/24/2007
Date

10:00 AM
Start Time

12:00 PM
End Time

1
Over how many days?

2
Anticipated PD Hours as decimal (6.0,6.5)

Request PD as Flex Hours?

Select to view your PGP

Describe of how this training addresses your Professional Growth Plan or your school's ACSIP Plan: [View PGP](#)

This description is how the workshop will address your PGP or ACSIP Plan.

Are you requesting District Payment or Reimbursement for this Professional Development? No

Submit

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http://170.211.155.139 - Untitled Page - Microsoft Internet Explorer

This is your Professional Growth Plan
[Close Window](#)

Required PD	I will earn six (6) hours of technology and three (3) hours of parent involvement. I will earn sixty (60) hours of professional development annually between June 1st and May 31st. I may earn up to twelve (12) hours of professional development at my discretion with the approval of the district.
District Goal	Improve student achievement in all content areas.
Criteria	Principles of Learning
Activity	Read up to date research-based literature on strategies used to increase student learning and achievement.
School Goal	To more effectively implement Bloom's Taxonomy to increase student engagement at higher levels of thinking in daily instruction.
Criteria	Principles of Learning
Activity	Use outside consultant, Joe Whelan, to increase my pedagogy to implement practical use of Bloom's in daily instructional practice.
Personal Goal	Increase my knowledge of leadership styles to apply "Best Practices" at MJHS.

1 * Est. Hrs.
Over how many days? Required! Anticipated PD Hours as decimal (6.0,6.5)

Request PD as Flex Hours?

Describe of how this training addresses your Professional Growth Plan or your school's ACSIP Plan: [View PGP](#)

* Description Required!

If you are requesting District Pay and/or Expense Reimbursement then change the drop down list to “Yes” and fill in the expense areas that pertain to this workshop. When finished and ready to submit for approval click the “Submit” button.

Describe of how this training addresses your Professional Growth Plan or your school's ACSIP Plan: [\(View PGP\)](#)
This description is how the workshop will address your PGP or ACSIP Plan.

Select "Yes" from the Dropdown list if you are requesting District Pay or Reimbursement.

Are you requesting District Payment or Reimbursement for this Professional Development? **Yes** ▼

Complete all areas that apply to your PD training.

District Pay w/PO
Training Fee \$ If you select "Yes" then fill out the information pertaining to your workshop.

Expenses for Reimbursement

Lodging Exp. \$ Meals \$

Airline, Taxi, Parking Exp. \$ Mileage @ 0.32 = \$

Submit ← When you complete your PD request click Submit to send your request for approval. You will receive an email confirmation

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Once you “Submit” the PD request will be sent to your principal for approval. You will receive email confirmation and status emails through the approval process.

After final approval you will receive an email similar to the following.

Professional Development Approval

● Professional Dev

To: Lee Brannon; lee.brannon@suddenlink.net

Print and Attach this email to your Purchase Order

Name: **HICKS, ROBERTA**

Workshop/Conference: **Workshop for testing Outside PD**

Location: **UAMS**

Date: **5/24/2007 to 5/24/2007**

Time: **10:00 AM to 12:00 PM**

Number of Days: **1.00**

Est. Hours: **2.00**

Counts as Flex: **Yes**

Description: **This description is how the workshop will address your PGP or ACSIP Plan.**

District Pay: **Yes**

Training Fee Expense: **50.00**

**** Expenses For Reimbursement ****

Lodging Expense: **70.00**

Meals Expense: **0.00**

Other Expense: **0.00**

Mileage Expense: **19.84**

This out-of-district Professional Development was approved by JERRY OWENS

To review the status of all of your Outside PD request then select the “Review” button.

Name: HICKS, ROBERTA
Address: 169 MCKENNON ROAD
 MORRILTON, AR 72110

Logout

Professional Development

Out-of-District PD Request

Click "Review to see all your Submitted Request."

Form Review

	Workshop	Approval Principal	Approval Admin
Select	This is a debug test Workshop	Approved	Approved
Select	Testing	Approved	Approved
Select	This is a PD Test Class	Approved	Approved
Select	Workshop for testing Outside PD	Pending	Pending

Select the record your want to review.

To see all the details “Select” a record.

	Workshop	Approval Principal	Approval Admin
Select	This is a debug test Workshop	Approved	Approved
Select	Testing	Approved	Approved
Select	This is a PD Test Class	Approved	Approved
Select	Workshop for testing Outside PD	Pending	Pending

When you "Select" a record you will see the details.

Name	HICKS, ROBERTA
Workshop	This is a PD Test Class
Location	Arkansas Tech
Date Start	5/3/2007
Date End	5/4/2007
Time Start	9:00 AM
Time End	3:00 PM
Days	2.00
Est. Hrs	6.00
Counts as Flex	<input checked="" type="checkbox"/>
Description	This class will help me to demo this Professional Development Appllication. This a two day class but I will be attending one day.
District Pay	Yes
Fee Exp	0.00
Lodging Exp	0.00
Meals Exp	0.00
Other Exp	0.00
Mileage	75
Mileage Exp	24.00
Date Submitted	5/7/2007
Principal Approved	Approved
Date Principal Approved	5/7/2007
Admin Approved	Approved
Date Admin Approved	5/7/2007

You may get a "Conditionally Denied" email on your PD request. An email will have the details about the reason and what corrections are needed for a Approved request. There will be a link to take you to an edit form.

Professional Development Request "CONDITIONALLY DENIED"

● Professional Dev

To: Lee Brannon
Cc: lee.brannon@suddenlink.net

Your Out-of-District Professional Development request for has been Conditionally Denied.

Reason for class being denied: Since this is a 2 hour workshop you will not need to apply for Meal Expense. Make change and I will approve. Shawn Halbrook

Denied By: SHAWN HALBROOK

You may make corrections to your request and re-submit by following this link.

[http://170.211.155.139/PD Outside/CDenyUpdate.aspx?Key=4066294ba99e75](http://170.211.155.139/PD%20Outside/CDenyUpdate.aspx?Key=4066294ba99e75)

After following the link you will see this edit screen. Make recommended changes and "Submit Update"

Name: ROBERTA HICKS
Address: 169 MCKENNON ROAD
MORRILTON, AR 72110

Conditionally Denied PD
Please make necessary changes to PD Request and Submit

Logout

This PD Request has been Conditionally Denied
Denied Reason:
Since this is a 2 hour workshop you will not need to apply for Meal Expense. Make change and I will approve. Shawn Halbrook

Make corrections below and Submit UpDate for Approval OR **(Permanently Delete Request)**

Workshop for testing Outside PD
Name of Workshop/Training/Conference

UAMS
Location of Workshop/Training

05/24/2007 Date
10:00 AM Start Time
12:00 PM End Time

1.00 Over how many days?
2.00 Anticipated PD Hours as decimal (6.0,6.5)
 Request PD as Flex Hours?

Describe of how this training addresses your Professional Growth Plan or your school's ACSIP Plan: [View PGP](#)
This description is how the workshop will address your PGP or ACSIP Plan.

Are you requesting District Payment or Reimbursement for this Professional Development? Yes

Complete all areas that apply to your PD training.

District Pay w/PO
Training Fee \$ 50.00

Expenses for Reimbursement
Lodging Exp. \$ 70.00 Meals \$ 0.00
Airline, Taxi, Parking Exp. \$ 0.00 Mileage 62 @ 0.32 = \$ 19.84

Submit UpDate

After submitting your request it will be sent back to your principal for approval.

After you have attended your approved PD workshop you will need to go to the Class Attendance Reporting page and enter the details of the classes you attended at the workshop.

Name: ROBERTA HICKS
Address: 169 MCKENNON ROAD
MORRILTON, AR 72110

Logout

PD Class Attendance Reporting Page

5/11/2007

Select Workshop to add classes you attended.

Professional Development Requiring Finalization of Classes Attended

Date	Workshop/Conference	Location	
Select	5/8/2007	Workshop for testing Outside PD	UAMS

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“Select” the workshop and fill out the class details for each class you attended at the workshop.

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PD Class Attendance Reporting Page

5/11/2007

Professional Development Requiring Finalization of Classes Attended

Date	Workshop/Conference	Location	
Select	5/8/2007	Workshop for testing Outside PD	UAMS

Enter Class Details for the workshop and submit.

Enter Class Details for the training "Workshop for testing Outside PD" you attended.

Date of Class

PD Class Name

Meets Criteria Hours Attended Over How Many Days

Instructor/Facilitator I have documentation of attendance?

Submit

Classes you have entered for the workshop "Workshop for testing Outside PD"

No Classes Entered for this Workshop

Once you have submitted the details for a class, you will see the class added at the bottom of the page. You may add additional classes for this workshop. When you have all the classes entered for the workshop you will click the red button at the bottom of the page. "Submit for PD Credit Approval"

Name: ROBERTA HICKS Address: 169 MCKENNON ROAD MORRILTON, AR 72110	PD Class Attendance Reporting Page	
Logout	5/11/2007	

Professional Development Requiring Finalization of Classes Attended

Date	Workshop/Conference	Location	
Select	5/8/2007	Workshop for testing Outside PD	UAMS

You may add additional classes you attended at the workshop
When all are entered you "Submit" you request.

Enter Class Details for the training "Workshop for testing Outside PD" you attended.

Date of Class

PD Class Name

Meets Criteria Hours Attended Over How Many Days

Instructor/Facilitator I have documentation of attendance?

Submit

Classes you have entered for the workshop "Workshop for testing Outside PD"

Date Of Class	Class Name	Criteria	Hours Attended	Instructor	Documentation
5/8/2007	Workshop 1	Frameworks	1.00	Jackson	<input checked="" type="checkbox"/>

Submit for PD Credit Approval

You will get an email requiring you provide your principal with attendance documentation. This documentation is required for you to receive credit for this class.

Outside PD Attendance Report

● Professional Dev

Sample Email

To: Lee Brannon
Cc: lee.brannon@suddenlink.net

Your PD Class Reporting information has been sent for approval.

Before credit can be given for this workshop you must provide your attendance documentation to your principal.

Please provide your documentation to your principal as soon as possible.

Once the principal approved your documentation you will receive an email that your PD has been added to your inservice records.

Your Out-of-District PD has been added to your Inservice Records

● Professional Dev

To: Lee Brannon

Your PD workshop "Workshop for testing Outside PD" has been added to your Inservice Records.

This will complete the steps necessary to attend an Outside Professional Development workshop.