

Request	Approval	My Learning Plan
PD during the school day within the district (ex: report card committees, benchmark meetings, etc.)	Yes – Principal & Asst. Superintendent	PD should be listed in MLP Activity Catalogs: District Catalog
PD during the school day outside the district (ex: EBEC, RISC NELMS, Spurlink)	Yes – Principal & Asst. Superintendent	Complete Fill-In Forms: Prof Dev Request
PD – Outside of the school day within the district (ex: After school training – technology)	No	PD should be listed in MLP Activity Catalogs: District Catalog
PD – Outside of the school day outside of the district. (ex: RIFLA, NELMS, ACE, Salve)	No for participation Yes if used in application for class change (Principal & Asst. Superintendent)	Complete Fill-In Forms: Prof Dev Request
Graduate Course	YES - Asst. Superintendent	Complete Fill-In Forms: Graduate Request
Undergraduate Course	YES - Asst. Superintendent	Complete Fill-In Forms: Undergrad Request
Visitation Day	YES – Principal and Asst. Superintendent	Complete Fill-In Forms: Prof Dev Request
Historical Credits All PD approved and completed prior to October 2006 (K – 8) / January 2007 (9 – 12) requires hard copy verification.	YES – Submit request in MLP* *Requires hard copy of pre-approval form with signature sent to Asst. Superintendent @ Oliphant (Purple form)	Complete Fill-In Forms: Historical Credits

PLEASE NOTE:

- Please submit a single session or single day at a time.
- Please check the district catalog prior to submitting a professional development request form.
- If an activity should be in the catalog and you cannot view it then please report this to the IT department.
- Any professional development day requests need to include substitute information. The substitute information needs to include 1. if the sub is required, 2. the sub name (if you have spoken to the sub) and 3. the amount of time the sub is needed (am, pm or full day).
- Information submitted in My Learning Plan will be transferred to AESOP after the approval process is complete.
- Teachers can log into My Learning Plan and view the status of the approval process for an activity that they have requested.
- Teachers can add additional course work, files, etc. to My Learning Plan.