

Instructions for My Learning Plan are embedded links within the procedures.

Quick Links to Tutorials	Logging Into My Learning Plan Signing Up For a Class Marking a Class Complete Cancelling a Class Printing Sign in Sheets (for instructors) Submitting a Conference Request How to Approve a Conference Request (for administrators) How to Propose a PD Class How to Reserve a Room at Wilson
Procedures for enrolling in a TPS Professional Learning Event on My Learning Plan	<p><i>Prior to the event:</i> TPS certified personnel, paraprofessionals, and teacher assistants should following the instructions linked here.</p> <p><i>After the event:</i> The instructor will send a copy of the sign in sheet to Sheri Underwood in the Office of Organizational and Professional Learning. Once received, she will verify attendance, and the professional development will be moved to your transcript.</p> <p><i>Note:</i> If you did not sign the sign in sheet, the instructor must verify your attendance by emailing Sheri Underwood.</p>

Procedures for Requesting to Attend an Out-of-District Professional Learning Opportunity

Prior to the event:

1. The person wishing to attend enters a [conference request](#) on My Learning Plan at least 3 weeks prior to the event.
2. The request is routed to the requestor's supervisor for approval within My Learning Plan, and the supervisor must approve. Instructions for approving requests can be found here.

Note: Supervisors (principals, administrators, etc.) approving requests should note in the comments section the account covering sub pay, registration fees, travel expenses, etc. Paperwork should be handled by the appropriate office paying for any expenses.

3. Once approved by the administrator, the form is routed to the Office of Professional Learning.

PD paid for out of 311 funds will be follow up by Linda Thompson, Budget Analyst. Please follow the guidelines on the Travel Procedure document.

After the event:

1. The participant log into My Learning Plan and "[marks complete](#)" his/her attendance.
2. The participant makes a copy of a certificate of attendance or completion and send it to Sheri Underwood at Wilson Teaching and Learning Academy along with a completed [PD4A](#).
3. Sheri Underwood verifies attendance on My Learning Plan after receiving a copy of the certificate of attendance.
4. The event moves to the participant's transcript in their My Learning Plan account.

<p>Curriculum & Instruction and Special Education Procedures for Requesting to Attend an Out-of-District Professional Learning Opportunity</p>	<p><i>Prior to the event:</i></p> <ol style="list-style-type: none"> 1. Approval from the Executive Director of Curriculum and Instruction or Special Education to attend an out-of-district conference must be sent to the Office of Organizational and Professional Learning. <i>Note: If sending a group (ex group of librarians attending the same conference), an approval email must be received from the Executive Director indicating the name of approved attendees as well as estimated costs.</i> 2. The person(s) wishing to attend enters their own conference request on My Learning Plan at least 4 weeks prior to the event. 3. The request is routed to the requestor’s supervisor for approval within My Learning Plan, and the supervisor must approve. Instructions for approving requests can be found here. <i>Note: Supervisors (principals, administrators, etc.) approving requests should note in the comments section the account covering sub pay, registration fees, travel expenses, etc. Paperwork should be handled by the appropriate office paying for any expenses.</i> 4. Once approved by the administrator, the form is routed to the Office of Professional Learning. <ol style="list-style-type: none"> a. If the PD is being paid for out of 311, Linda Thompson, Budget Analyst, will send required procedures to the PD participant. b. Completed documents should be returned to the budget analyst at least 3 weeks in advance of the event. Any late paperwork may result in the educator not being able to attend. <p><i>After the event:</i></p> <ol style="list-style-type: none"> 5. The participant log into My Learning Plan and “marks complete” his/her attendance. 6. The participant makes a copy of a certificate of attendance or completion and send it to Sheri Underwood at Wilson Teaching and Learning Academy along with a completed PD4A. 7. Sheri Underwood verifies attendance on My Learning Plan after receiving a copy of the certificate of attendance. 8. The event moves to the participant’s transcript in their My Learning Plan account.
<p>Procedures for Requesting to Provide a Professional Learning Session/Workshop</p>	<p>If you wish to provide a professional learning opportunity, you must enter it on My Learning Plan. Instructions are linked here. Once approved, it will be entered into the district catalog and displayed in My Learning Plan. Because of the high number of professional development and room requests, please allow at least two weeks for approval and subsequent addition to the catalog.</p> <p><i>Note: Curriculum and Instruction personnel should use the form entitled C&I Proposal. This will allow the form to be routed through the Executive Director of Curriculum and Instruction for approval.</i></p>
<p>Procedures for requesting a room at Wilson Teaching and Learning Academy</p>	<p>If you wish to use a room at Wilson Teaching and Learning Academy, please follow the instructions linked here.</p>