

Office of Organizational and Professional Learning

PD-4A

Professional Development Transcript Credit request for Out-of-District PD

*****Enter session on MyLearningPlan before sending forms to Professional Development Office.***

Instructions for entering an out of district professional development on My Learning Plan can be found at
http://www.tulsaschools.org/8_Employees/01_PROFESSIONAL_DEV/pdf/MLPConferenceRequest.pdf

Name: _____

Employee Email: _____

(site Principal signature)

(Director of professional development signature)

Enter information on My Learning Plan under “conference request”

Submit request

Send copy of certificate of attendance along with PD4A to:

Professional Development office

Attention: Sheri Underwood