

Professional Development Process for the school year 2015-2016:

The following procedures should be followed to streamline the Professional Development process in Central Office. This will include one process for all Professional Development / Sub Request Forms.

1. Principal / Department Head receives a request or has something they want to send their staff member(s) to, they email the request to Linda with a copy to Patty (regular education) and Amy with a copy to Lori (special education).
2. Staff cannot register before Linda or Amy's approval.
3. If the request is not approved, Linda or Amy emails denial to the principal with a copy to Patty or Lori. The principal communicates that to the staff member.
4. If the request is approved, Linda or Amy emails approval to the principal with a copy to Patty or Lori. The principal communicates that to the staff member.
5. Once approved, the principal alerts the teacher, who creates the PD/Sub Request Form.
6. If the staff member is able to register on line with a PO number, he or she calls/emails Patty to get a PO number, and the staff member registers for the PD. Attention to conference registration deadline is important. If your request is time sensitive, you may opt to pay up front and then get reimbursed.
7. The PD/ Sub Request Form and the registration forms are submitted to the principal for his/her signature.
8. The signed form is submitted to the building secretary who enters the absence into AESOP. Patty will confirm the absence in AESOP once the PD/ Sub Request Form is sent to Central Office.
9. The completed PD/Sub Request Form with the registration or invoice (proof of payment and/or PO # used and / or confirmation of enrollment) is sent from the building secretary to Patty Central Office. If the form is not filled out correctly or if attachments are missing, the form will be sent back to the school.
10. Patty sends the PO and registration for the workshop or pays with P card if they only accept a credit card.
11. A Purchase Order will be completed by Patty for all PD's that requires a payment. It will then be given to Tippi (Grants) or Maureen (General Fund).