

As a district, we pay for two separate MyLearningPlan products: Professional Development, and Evaluation.

The Professional Development product serves two functions:

1. It allows administrators to view and approve course requests to ensure that they support district and state initiatives.
2. It provides teachers with an easy way to keep track of their PDPs for renewed licensure through the creation of an electronic transcript.

In order for both of these functions to be fulfilled, the following steps must be followed:

- When a teacher is interested in taking a course, either for graduate credit or PDPs, the teacher creates and submits a "Course Approval Request" on MyLearningPlan.
- Once submitted, the course remains in the teacher's "Pending Prior Approval" cue on their "My Requests" homepage until the principal and the superintendent have approved it. All administrators receive a nightly email from MyLearningPlan notifying them of any courses awaiting approval.
- After all prior approvals have been completed, the record appears on the teacher's "My Requests" homepage on MyLearningPlan under the heading "Approved and/or In Progress".
- After the course is completed, the teacher clicks the blue "Manage" button next to the course, then clicks the "Mark Complete" button.
- The course then goes to the curriculum director for final approval. Documentation of course completion, either a PDP certificate or a transcript showing satisfactory completion of a graduate course and the credits awarded, need to be forwarded to the curriculum director either as an email attachment, or through interoffice mail. For a degree status change, an official college transcript indicating the degree conferred is required.
- After completion of the course is verified, the curriculum director gives final approval, and the course is added to the teacher's transcript, and can be viewed under "Recently Completed" on the teacher's MyLearningPlan homepage. All records can be viewed by clicking "My Portfolio" on the left side of the MyLearningPlan homepage.

At this time, we do not process requests for tuition reimbursement through MyLearningPlan. If you are seeking tuition reimbursement, you need to complete a form, located in the office, attach your receipt of payment to the college and a transcript showing you satisfactorily completed the graduate course, and forward to the curriculum director.

We do not offer tuition reimbursement for courses taken for PDPs. If you would like the school or district to pay for a course or seminar, this would need to be agreed upon by the building principal or the curriculum director respectively, and is handled outside the Professional Development system in MyLearningPlan.

Please let me know if you have any questions!