

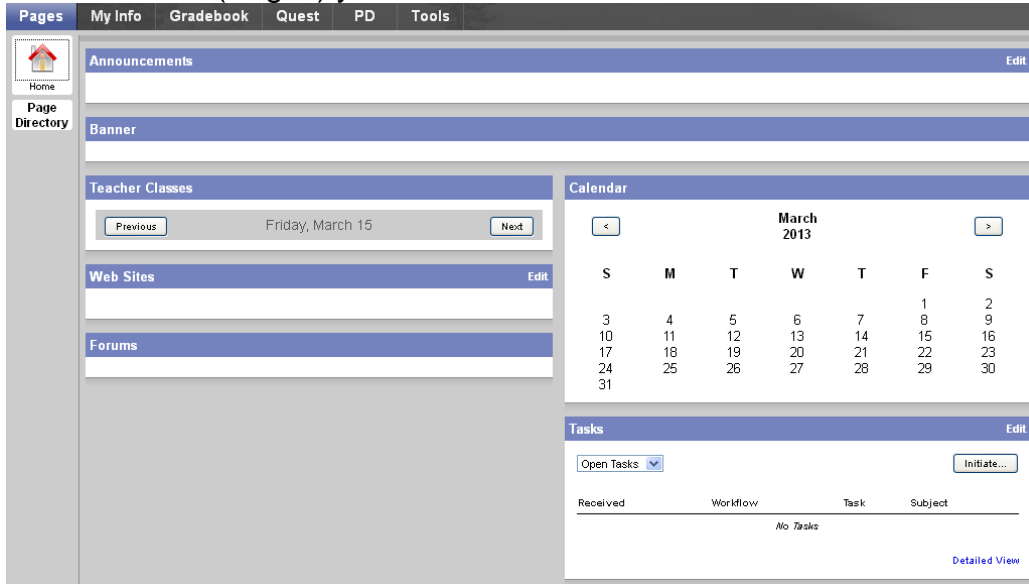
How to submit an External PD Request

There are two external PD requests that you can choose from:

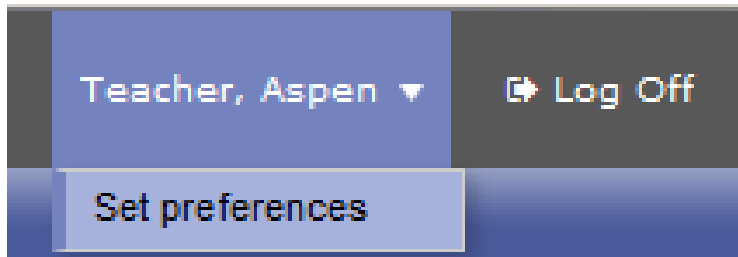
- 1) Approval Form for Salary Credit
- 2) Tuition Reimbursement Form

Initiating an external PD Request Workflow in the Tasks window:

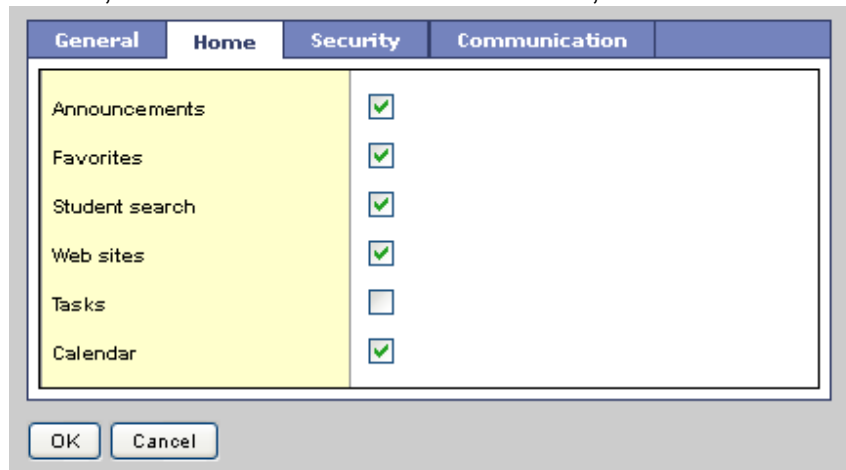
On your home screen (Pages) you will see the Tasks window.



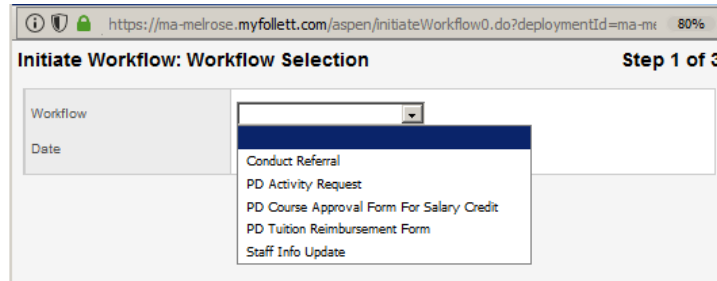
If you do not see the Tasks window, go to the top right of your screen and click on the arrow next to your name and then Set Preferences.



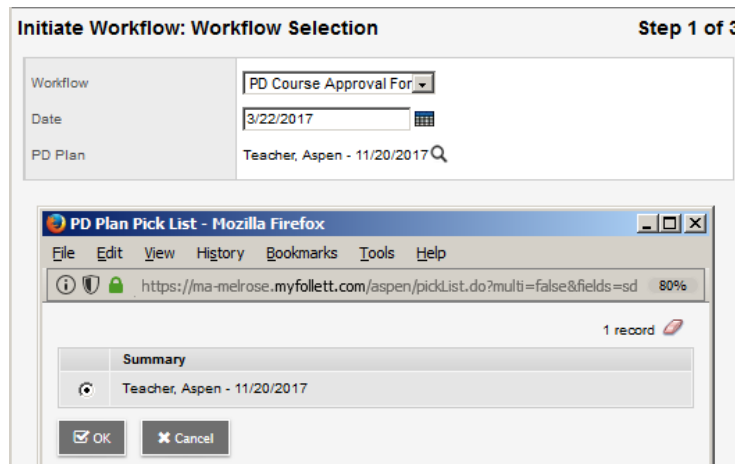
Then click on the Home tab, make sure "Tasks" is checked off, and click OK.



In the Tasks box, click on Initiate, and then click on the arrow to select the appropriate external PD Request.



Click on the magnifying class next to PD Plan, select your name, and then OK. Then click Next on the bottom of the screen.



Enter the Course Name, College/University/Provider, Start Date, End Date.

PD Course Approval Form For Salary Credit Details for Teacher, Aspen - 11/20/2017

COURSE APPROVAL FORM FOR SALARY CREDIT

****ONE FORM PER COURSE****

THIS FORM MUST BE SUBMITTED PRIOR TO ENROLLMENT IN ORDER TO BE ELIGIBLE FOR FOR APPROVAL OF PDPs BY OUTSIDE PROVIDER FOR SALARY CREDIT

Per Article XIX - Professional Development And Educational Improvement, Section 4. Completed forms must be submitted to the principal and program director (where appropriate) and the Superintendent. All forms must be received by the Superintendent at least ten (10) school days prior to the requested professional development day or the start of the requested professional development activity. Any request not meeting this deadline may be submitted for consideration on an individual basis, provided that the teacher demonstrates to the satisfaction of the Superintendent that there was a justifiable reason for not having complied with the deadline. The Superintendent will respond to the request by returning the form to the teacher within five (5) school days of receiving the request, indicating whether the request has been approved.

Upon approval, you will need to retain a copy of the approved form and submit as part of your Professional Upgrade Packet.

SECTION 1

Name		<u>Mailing Address</u>	
School		Address Line 1	
Grade		Address Line 2	
Department		Address Line 3	

SECTION 2

I am requesting approval of a professional development offering not offered by Melrose Public Schools for salary credit.

Please check to see if the course you are requesting already exists in our list on the left and if so, select it. If it does not, please enter the course details below on the right.

Course Name	<input type="text"/>	Course Name *	<input type="text"/>
Provider		College/University /Provider *	<input type="text"/>
External Provider			

Additional Information

Start Date *	<input type="text"/>
End Date	<input type="text"/>

Provide a link to the course or the Google Doc, Describe how the course relates to school/district goals, Describe completed expected product, type in your name and if you are requesting tuition reimbursement enter the Requested Amount. Then click Next.

Please provide a link to the course or Google Doc *

Describe how course relates to school/district goals *

Describe completed expected product *

Link

SECTION 3. Course Approval for Tuition Reimbursement
Written approval by the Superintendent is needed in order to take a course or other professional development not offered by Melrose Public Schools for tuition reimbursement.

Submitted By (Electronic Signature): * Date * 3/22/2017

SECTION 4. Reimbursement Request (You must receive a grade of B- or better in order to receive reimbursement and salary credit)
 I am requesting reimbursement per Article XIX Section 6 of the Teachers' Contract.

Requested Amount: * \$ 0.00

← Previous Next → Finish Cancel

On the Confirmation page, click Finish. Your request will be sent to your Principal for approval. Once approved, your request will then be sent to the Superintendent for approval.

Initiate Workflow: Confirmation Step 3 of 3

Workflow	PD Tuition Reimbursement Form
PD Plan	Teacher, Aspen - 11/20/2017
Date	3/22/2017

← Previous Next → Finish Cancel




To check the status of your external PD Request, go back Pages (on the top) and then Tasks box and change it from Open to Closed Tasks


Tasks Edit

Closed Tasks

Workflow	Task	Subject	Outcome	Date Closed
3/22/2017 7:02 AM	PD Course Approval Form For Salary Credit	Make Request	Teacher, Aspen - 11/20/2017	Complete 3/22/2017

Click on the name of the workflow and you can see the status.

PD Course Approval Form For Salary Credit Checklist		Teacher, Aspen - 11/20/2017			
Phase Name		Date Due	Completed	Completed By	
✓	Make Request		1/6/2017	Teacher, Aspen	
✓	Principal Approval	Approved	1/6/2017	Chan, Judy	
✓	Superintendent Approval	Approved	1/6/2017	Teacher, AspenSped	

 Close

Click on the pencil to print a copy of your request or see any comments.