

Online Professional Development Form Instructions

Directions for Teachers/Staff:

- Access the online PD form at: District website—Teaching & Learning—Professional Development—Links—Professional Development Form
<http://app.perfectforms.com/PresentationServer/Form.aspx/Play/gY1EgAkG?f=gY1EgAkG>
- Complete the following sections:
 - Enter Name
 - Select School or location
 - Supervisor/Principal list will auto populate based on school selection
 - Career Tech Principal is selected if Career Tech funds are used
 - Enter Email address
 - Select Today's Date
 - Enter Event Name
 - Enter Event Location
 - Select State
 - Choose Start Date of Event
 - Choose End Date of Event
 - Enter description of how this is addressed in the school's PD/Improvement Plan
 - Select Funding (If "Other" is selected, you must enter the fund in the box below)
 - Select Yes or No for Substitute Required (If "Yes" is selected, enter the number of days)
 - To attach documentation, click Attach and select the digital file from your computer (this file must already be scanned and saved to your computer)
 - Enter Estimated Expenses
 - Before submitting, print or save a copy (Employee MUST print or save a copy for their records, and to provide to Bookkeeper)
 - To **PRINT**:
 - File—Print—OK, or Control+P (Windows), or Command+P (Mac)
 - To **SAVE**:
 - File—Save Page As—enter a file location and file name—OK
 - **SUBMIT**
 - After submitting, the employee immediately receives an email with the following message: *"Thank you for submitting your Professional Development Form. Your form is now waiting for approval. If the form is approved or rejected you will be notified via email. /Reference Number: #/Note: This email was sent from an outgoing-only email address that is not monitored. Please do not reply to this message."*
 1. Once submitted, the form is emailed to Supervisor/Principal for approval.
 - If rejected, employee receives an email that the form has been rejected.
 - If approved, the form is forwarded to the District PD Coordinator for approval.
 2. District PD Coordinator receives the form for approval.
 - If rejected, employee receives an email that the form has been rejected.

- If approved, the form is forwarded to Director of Teaching & Learning for approval.
 - 3. Director of Teaching & Learning receives the form for approval.
 - If rejected, employee receives an email that the form has been rejected.
 - If approved, the form is forwarded to Joyce Johnson/Central Office to be printed and filed.
 - 4. Once PD form has been approved by all parties, employee receives an email with the following message: *"The Professional Development Form you submitted on date has been approved. /Reference Number: #/Note: This email was sent from an outgoing-only email address that is not monitored. Please do not reply to this message."* The form and approval page can be printed from this email.
- **Once approval email is received, employee must provide the following to school office Payroll personnel:**
- 1. Original printed PD form**
 - 2. Copy of approval email**
 - 3. Proof of attendance**
- **The school office Payroll personnel submits these copies with the monthly Payroll.**