

# **PROFESSIONAL STAFF DEVELOPMENT PLAN**

**USD 377 ATCHISON COUNTY  
COMMUNITY SCHOOL DISTRICT**

**JULY 1, 2008-JULY 1, 2013**

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# PURPOSE OF STAFF DEVELOPMENT

Results based staff development is a process designed to foster district, building, and individual professional growth, having as its ultimate aim to impact student achievement through professional development of certified personnel. Staff development activities qualify for staff development education points and salary placement as designated in the delivery system of this document. Staff development activities will be a result of current and continuous needs assessment.

## FUNCTION OF THE PROFESSIONAL DEVELOPMENT COUNCIL

The functions of the Professional Development Council include the following:

1. Developing a system to identify the professional development needs of the school district and translating those needs into goals and objectives for the staff development program.
2. Evaluating proposed personal development plans and recommending their approval.
3. Validating professional staff development points which participants may use for recertification or licensure.
4. Developing and recommending to the Board of Education a five-year professional staff development plan to be submitted to the State Department of Education.

## TERM AND SELECTION OF THE PROFESSIONAL DEVELOPMENT COUNCIL MEMBERS

Elections shall be conducted to select teacher representatives to the Professional Development Council from each teaching level. The elections will be held at faculty meetings of each level - Junior/Senior High and Elementary. Members elected should include:

*Elementary Representatives (4) – K-3 (1), G4-6 (1), At-large (2)*

*Junior/Senior High (3) – G7-8 (1), G9-12 (2)*

- All elected council members must be participants in the Professional Staff Development plan.
- The term of office for council members shall be for three (3) years.
- Members must annually submit an application to the Superintendent for a Supplemental PDC contract.

## TERM AND SELECTION OF ADMINISTRATION MEMBERS

One administrator will be appointed by the Superintendent of Schools to serve on the Professional Development Council.

## NON-VOTING MEMBERS

The Board of Education will appoint a member of the Board to be a non-voting member of the Professional Development Council and a liaison between the Board and the Council.

The Superintendent of Schools and the Curriculum Director will also be nonvoting members of the Professional Development Council. **SIP** chairs may attend any PDC meeting as nonvoting members.

## **PDC TRAINING**

All PDC members will receive annual training related to his/her roles and responsibilities.

## **OFFICERS**

The officers of the U.S.D. 377 Professional Development Council shall consist of a chairperson, vice-chairperson, and a secretary.

## **SELECTION OF OFFICERS**

All officers shall be elected each year on or before June 15 at a regular meeting. They shall be elected by a simple majority of those members present provided there is a quorum for the meeting, that one member from each instructional level and an administrator composes a quorum. The chairperson and vice-chairperson must represent two different teaching levels.

## **TERM OF OFFICE FOR OFFICERS**

The chairperson, vice-chairperson, and secretary shall be elected to hold office for one (1) year. Members will not be limited to any specific number of terms in which they may serve as an officer.

## **DUTIES**

### **A. Chairperson**

1. Presides at all regular meetings
2. Prepares an agenda for all meetings to be distributed at least five days in advance of the meeting.
3. Calls and presides at all special meetings.
4. Serves as an x-officio member of all subcommittees.
5. Appoints Professional Development Council members to ad Hoc subcommittees, subject to the approval of the Professional Development Council.
6. Represents the Professional Development Council at all appropriate public functions or appoints a Professional Development Council member to represent the Council.
7. Receives all resignations from Professional Development Council members.
8. Carries out any duties as described in this document or as assigned by the Council.
9. Provides notification to the building levels represented on the Professional Development Council of elections and vacancies.
10. The chair shall oversee PDP Toolbox and is responsible for application of PDC points as per PDP Toolbox directions.

B. Vice-Chairperson Assumes the duties of the Chairperson in the absence of said Chairperson or if the Chairperson is unable to complete the elected term of office.

C. Secretary

1. Keeps minutes of all meetings
2. Publishes the minutes of all meetings and distributes them to all members of the Professional Development Council, Board of Education, and school buildings.
3. Maintains all Professional Development Council minutes and correspondence.

**RESIGNATION OF OFFICERS**

Any officer may resign from office at any time provided a letter of resignation is submitted to the Professional Development Council at least one meeting before the resignation is to become effective.

**VACANCIES IN OFFICERS' POSITIONS**

Vacancies in officers' positions will be filled by a majority vote of the Professional Development Council.

**UNEXPIRED TERM**

A council member who is elected to fill someone's unexpired term may be elected for a subsequent full term.

**MEETINGS**

A. General Procedure

1. At the start of each school year, all regular meeting dates will be published.
2. Notification of all extra or rescheduled meetings shall be given at least five (5) days prior to the meeting.

B. Regular Meetings

1. A minimum of one meeting per month shall be held.
2. The chairperson shall reserve the right to waive a regular meeting if there is not an agenda. (No two consecutive meetings can be waived.)
3. Special meetings may be called by the chairperson or a majority agreement of the Professional Development Council.

C. Voting

1. Except in the amending procedure, all decisions by vote shall be by simple majority of the quorum of the Professional Development Council.
2. In the case of a tie vote, the issue will be decided by the Chairperson.

D. Quorum

1. A simple majority of the Professional Development Council membership shall constitute a quorum if one voting member from each level is present.

**AMENDING PROCEDURE**

The document may be amended in the following manner:

1. The Professional Development Council may adopt amendments to the Personal Development Plan by a two-thirds (2/3) majority of the members assembled provided there is a quorum

present and further provided that the amendments have been introduced in writing at the preceding regular meeting.

2. An amendment will be approved by the Board of Education.

### **NEEDS ASSESSMENT**

The Building School Improvement Team may conduct a needs assessment to determine the staff development needs of the district, building, and individuals. This assessment may serve as a guide in determining the district's long-range staff development plans.

### **STAFF DEVELOPMENT PROCEDURES**

1. All Personal Development Plans and goals will be submitted via PDP Toolbox to the Professional Development Council for approval. Goals must be approved before points requested will be considered.
2. All activities will be accepted for points at the Knowledge level.
3. Knowledge level. Points for staff development will be valued at 1 point per hour.
4. For out-of-district activities or learning events, a copy of the agenda, program, or certificate must be kept by the participant as evidence of attendance. Members must also retain all evidence required for application and/or impact.
5. A participant should include professional and school improvement goals on their Personal Development Plan.
6. Participants must submit all learning activity requests and points requests via PDP Toolbox.
7. Access to PDC points is available via PDC Toolbox. All transcript requests by members of the USD 377 plan for recertification or licensure must be requested through PDP Toolbox.
8. Participants must retain copies from PDC Toolbox of all approved points with the appropriate evidence in their Professional Development portfolios. The notebook for the portfolio will be provided by the PDC.

### **PROFESSIONAL DEVELOPMENT PLANS FOR SUBSTITUTE TEACHERS AND CERTIFIED PATRONS**

All approved substitute teachers and patrons holding a current teaching certificate may participate in the Professional Development Plan of USD 377. Having a professional development plan that has been requested via PDP Toolbox and validated by the PDC allows substitute teachers and certified patrons to attend USD 377 staff development activities as a member at their own expense and to earn points toward recertification and licensure.

### **PROCEDURE FOR INFORMING STAFF AND BOARD OF EDUCATION**

Certified staff will be informed of any non-validated points via PDP Toolbox. All other activities of the PDC will be recorded in the minutes of the PDC meetings will be published.

## **APPEAL PROCEDURES FOR PERSONAL DEVELOPMENT PLANS**

1. The participant will submit an appeal in writing to the PDC chairperson within sixty days of notification of denial of approval of the Personal Development Plan listing the specific reasons why he/she feels the decision was incorrect.
2. Upon review, the PDC will send findings to the building administrator for a second review.
3. Should the decision remain unresolved by the PDC and administrative reviews, the participant may appeal to the USD 377 Board of Education.
4. Should the decision still remain unresolved following the appeal to the Board of Education, the participant may appeal to the state licensure review committee for a review of the proposed personal development plan. (*State reg. 91-1-206d*)

## **RECERTIFICATION REQUIREMENTS**

All staff development credit to be used for recertification and licensure must be completed within the scope of a personal development plan, within the approval of the local Staff Development Plan, and within the guidelines of the State Department of Education.

Bachelor's Degree:

8 college hours\* or combination of college hours from an approved program and individual staff development points (at least 80 of the points must be college credit.)

Master's or Other Advanced Hours:

6 college hours\* from an approved program or 120 individual staff development points or any combination of the two.

\*One semester hour of college credit equals 20 personal staff development points.

When staff development points are used for recertification or licensure, points for activities may include one or more of the following areas: content, professional education, or service to the profession.

For the purposes of renewing a certificate or license, the professional development council shall not impose a limit on the number of professional development points that may be earned. However, the council may impose limits on the number of professional development points that may be earned for the purposes related to employment or other local matter. (i.e. movement on the pay scale as related to the negotiated agreement)

## ACTIVITIES ACCEPTABLE FOR STAFF DEVELOPMENT POINTS

1. **College courses from accredited institutions.**  
*1 semester college hour=20 points*
2. **Continuing education courses**
3. **Workshops/Seminars/Building Staff Development Activities**  
*Attendance Only*  
*1 hour=1 point*  
*Presentation of program, Level 2 or 3*
4. **Independent Study/Project**  
*Must be pre-approved by building administrator.*  
*Must have two forms of validation attached. (See appendix)*
5. **Supervision or participation in clinical experiences**  
*Supervision of Student Teacher, Level 2 or 3*  
*Supervision of practicum students, Level 2 or 3*  
*Shared expertise experience (panel presentation, etc.)*
6. **Attendance at subject area meetings or building, conferences, conventions**  
*1 meeting hour = 1 point*
7. **Attendance at lectures by persons with expertise in area of education**  
*1 lecture hour=1 point*
8. **Observation or programs related to the educational setting. Visits to other schools/school systems.**  
*Journal of visit required. 1 hour=1point*
9. **Publication of professional articles in professional journal or other recognized education publication.**  
*An issue containing the published article. Level 2 or 3*
10. **Supervised planning of new educational programs to be used in the schools done at the direction of the administration**  
*Developing a new course of study or program Levels 2 or 3*  
*Curriculum Writing Levels 2 or 3*  
*Planning and producing videos, TV programs, etc. Levels 2 or 3*  
*Miscellaneous activities Levels 2 or 3*
11. **Committee work**  
*Service on designated subject-area committees, Student Improvement Team, School Improvement Team, etc., 1 meeting hour=1 point*  
*Service on district-wide committees, 1 meeting hour=1 point*  
*Service on education-related community/committee boards, 1 meeting hour=1 point*

**12. Participation in professional associations as related to educational teaching assignment**

*1 meeting hour=1 point*

**13. Community relations**

*Presentation of program related to educational topic to any community Group or the media, 1 program presentation, Level 2 or 3*

*Miscellaneous activities, Level 2 or 3*

**14. Additional kinds of experiences require advance approval—see Appendix**

*Miscellaneous programs appropriate for the school district, the individual or a particular educational level. Level 2 or 3*

**APPEAL PROCEDURES FOR NONVALIDATED POINTS**

1. Participants who wish to appeal nonvalidated points must do so within sixty days of notice of nonvalidation of points in person to the PDC at a regularly scheduled meeting.
2. The PDC will grant as much agenda time is needed for the participant to provide his/her information regarding validation of said points.
3. The PDC will readdress the nonvalidated points for a final vote.
4. All the findings of the PDC will be final.

APPENDIX A

USD 377

CRITERIA FOR AWADING PROFESSIONAL DEVELOPMENT POINTS

Level Points

**Level 1 – Knowledge or Service to the Profession ..... 1 point per contact hour**

Attendance at sessions related to improvement of student learning. These sessions can include workshops, conferences, seminars, or study groups. Points are also awarded at this level for service to the professional in such things as committee work.

**Level 2 – Application..... 2 times knowledge points or as designated by PDC with advance approval**

Implementation of knowledge using three indicators with feedback.

Indicators include:

- Teaching resources/unit designated
- Review of student product
- Teacher log/journal
- Student achievement
- Presentation to BOE, Site Council
- Teaching teachers
- Formal/informal data collection
- Peer coaching
- Classroom observation
- Video presentation
- Staff Development presentation

**Level 3 ..... Impact 3 X knowledge points or as designated by PDC with advance approval**

Follow-up indicating long term implementation and benefit to learning process. Within one year or a logical cycle following implementation, use two additional indicators to provide evidence of impact on student learning or sharing professional development with peers.

## APPENDIX B

### 2010-2011 SCHEDULED INSERVICE ACTIVITIES

August 12, 2010

8:00 AM District-wide inservice activities

12:30 PM Building level/departmental meetings

August 13, 2010

8:00 AM There will be a one and a half hour session on Harassment with more building level meetings the rest of the day.

\*\*The administration will attempt to find a motivational speaker for a one hour Back-to-School activity on either August 12<sup>th</sup> or 13<sup>th</sup>.

October 18 (1/2 day) Curriculum mapping

January 17 Motivational speaker and curriculum mapping

March 14 (1/2 day) Building level meetings

## APPENDIX C

### USD #377

#### Guide to Using the PDP Toolbox

**Overview:** The Professional Development Planner (PDP) Toolbox is a web based application that is used to:

- House individual professional development plans
- Warehouse the documentation and validation process for re-certification points used in licensure
- Coordinate and document professional learning activities

As learning professional you may add your own goals, request professional learning opportunities, and request your own professional development points. You will receive alerts to your regular e-mail account when you need to interact with the PDP Toolbox for staff development notifications.

#### **To Begin:**

You will need to obtain a user name and password from your principal or PDC Chair. USD #377 logins and passwords are automatically set to the first part of your USD#377 email account (last name first initial).

If your name is Joe Jones, your login and password would be set as follows:

Login: jonesj

Password: jonesj

You may change your login and/ or password in the "Preferences" link of the toolbox.

#### **Organization**

The PDP Toolbox is divided into three sections: Goals, Learning, and Points.

1. **Goals:** The 'Goals' section supports the district Multi-Year Plan for staff development and each individual School Improvement Plan. This section also allows for development of Individual Professional Development Plans (IPDPs).
2. **Learning:** The 'Upcoming Learning Events' section organizes in-district level Staff Development and provides the structure and accountability for out-of-district professional development
3. **Points:** The 'Points Request' section supports the process of requesting points for professional learning. Individual educator transcripts are generated here.

#### **Signing in:**

1. On your web browser, log on to [www.pdptoolbox.org](http://www.pdptoolbox.org).
2. Enter your USD number, username, and password and click the "Sign In" button and the PDP Toolbox: Staff main page will appear

**Password and Login:** The password and login for new accounts are set as the first part of your USD#377 email address (last name and first initial) . You can change your password and login in the preferences link.

3. You are signed in to the PDP Toolbox. Please verify that your name and district are listed at the top of the page. Also at the top of this page is the 'Preferences' link that allows you to change your personal information, password, etc.

**Note: It is strongly suggested that you:**

- Change your password during your initial session with the Toolbox
- Change your name to your full legal name as it appears on your teaching certificate
- Enter your Current Certificate Expiration date and the period of your license.

This information is found on your current license/ certificate.

In the event that your account needs to be re-set for any reason your login and password will revert back to the default (last name, first initial).

### **Working with Goals**

All teachers must have an individual learning plan, consisting of professional development goals, on file with the district. Our district uses the PDP Toolbox for teachers to develop their plan and for the district to track individual learning plans.

#### **To Set or Change PDP Goals:**

In the Goals section, you will see a listing of your individual goals. If you have previously entered them, you will be able to access group Goals for the PDP Toolbox Consortium, your District, and your Building. To view the goals for one of these groups, click on the group name. A separate window will open listing the goals for that group. Clicking on the plus (+) sign will expand the individual goal to allow you to read specific information related to the goal. To close the group, click the minus (-) sign.

#### **To add goals:**

1. If you would like to enter Individual Goals or add additional Individual Goals, click the new link located at the top of the 'My Goals' section on the main page. The Goal form will appear.
2. Click on 'Select Goal' to choose a Parent Goal for the new one. You are allowed to align the new Goal with existing Consortium, District, or Building Goals. Select goal and then click "Select Goal" button.
3. Enter information for the 'Goal Title', the 'Goal Statement and Outcome'. You may add the Action Plan, and any appropriate 'Comments', then click the Submit for approval button.

Note: Your new Goal has been saved and sent to the appropriate person(s) for approval. The Save Only button may be used to save information as you are developing your goal but before you submit the goal for approval. Guidelines for developing SMART goals are available by clicking the link at the top right on the page.

#### **To edit or delete an existing Individual Goal**

1. Click on the title of the goal from the list in the upper portion of the 'My Goals' section. (You will not be able to edit Goals for the Consortium, District or Building.)
2. Review the existing information and make any necessary changes.
3. Click on 'Resubmit for Approval' or 'Delete'.

Your changes will be recorded and sent to the appropriate person(s) for approval.

### **Working With Upcoming Learning Events**

Learning Events are staff development activities that are eligible for PDC transcript points to be used for re-certification. Such activities would include any workshops, college coursework, district activities, etc. that are allowable under the local district PDC guidelines to receive PDC points.

In USD#377, individuals who want to attend out-of-district learning events must submit a request through the PDP Toolbox. This request will encompass all activities associated with attending an out-of-district activity (transportation, substitutes, registration, and meals). Teachers are not to register for activities or request a substitute without going through the PDP Toolbox.

When Learning Event Requests are submitted, they are reviewed the building principal and forwarded to the curriculum director for final approval. The request is then returned to the staff member with the designation of "Approved," or "Not Approved."

When an activity is approved, all related arrangements (substitutes, transportation, meals, accommodations, and registration) are completed at the district office.

### **Requesting an Out-of-District Learning Activity:**

1. Sign into the program as described earlier so that you are viewing the PDP Toolbox: Staff main page. The section 'Upcoming Learning Events' will be found in the upper left portion of this page. This section shows previously submitted requests, their status, and activity date. You are also able to submit new requests here.
2. The Status column provides a quick overview of the location for each individual Request in the approval process for your District. The terms used within the Status column:
  - Approved: The Event has been approved for participation
  - Disapproved: The Request has been denied for participation
  - Notified: Staff is invited to participate in a Learning Event coordinated
  - Pending: The Learning Coordinator / s are reviewing the Request.
  - Resubmitted: The staff member has edited and resubmitted the Request for approval.
  - Saved: New Request information has been saved but not submitted by the staff member for approval.
  - Submitted: The Request has been sent by the Staff member, but has not been reviewed for approval.
3. Click on the 'New' link located next to the 'Upcoming Learning Events' Heading.
4. The 'New Learning Request' form will appear
5. Choose the button to show the Purpose for your request
6. Complete the Activity Title and Description of the Learning Event if this area is not complete
7. Complete date description and group as needed.
8. Click on 'Select Goal' to align the request to the appropriate Goal Click on the (+) to expand the group Goal sections.
9. Fill out all of the applicable fields of the form paying particular attention to information involving registrations, substitute teachers, and vehicles.
10. Once all of the information has been entered, click the Submit for Approval button. You will briefly see a message that says "Submitting Learning Event Request for approval -- please wait..." then the PDP Toolbox main page will reappear.

***Note: Your new Learning Event Request has been saved to the Event list and sent to the appropriate person(s) for approval. The 'Save Only' button at the bottom of the screen is provided so that you can return at a later time and enter or edit information prior to submitting the request.***

*Requesting Professional Development via this process DOES NOT register you for Greenbush services.*

### **To edit saved or returned Learning Events**

1. Click on the event from those listed below Upcoming Learning Events section.
2. If applicable, review any comments made by person(s) evaluating the request.
3. Edit or add additional information to the fields as needed.
4. When finished editing, click on the appropriate button at the bottom of the screen
  - a. 'Resubmit for Approval' when the request has been returned for correction or additional information.
  - b. 'Submit Comment' when information has only been added to the 'Comments' box at the bottom of the form.

### **To delete a request from the list of Learning Events**

1. Click on the event listed under 'Event'
2. Click on the 'Delete' button located at the bottom of the form.

*Note: Only the person originating a request can delete it from the program.*

### **In-District Learning Activities:**

Activities, usually district in-service meetings, which are scheduled for the entire teaching staff or for groups of teachers will automatically be scheduled through the PDP Toolbox. Teachers do not have to request learning for these activities. Those teachers involved in a district learning activity will receive an email notification of the activity. Following the activity, those teachers who attended may apply for PDP points for the in-district activity.

### **When Requesting Learning Activities:**

- Teachers must register individually for learning activities. It is not possible for one teacher to request learning activities or register for a group of people.
- Please provide Kathy, at the district office, with registration information, such as websites. If you want to submit a paper-and-pencil registration, please send the form to Kathy once your learning activity has been approved.
- For Greenbush learning activities: Please register for the activity via the Greenbush website after the activity has been approved. Individuals must register themselves for Greenbush activities after the activities have been approved.
- If a group of teachers is attending an activity together- Kathy will register all members of the group at one time once registration materials for all teachers attending the activity have been received. It is important for teachers who want to attend an activity together complete the application process in a timely manner.

### **Working with Points Request**

#### **About PDP Points:**

Professional development activities in Kansas is tracked and reported on a point system. This system is based on the awarding of points for learning activities. Professional Development points can be used for licensure renewal as well as advancement on the salary schedule. Under this system, all learning activities (including college classes) are translated into points. Professional development points belong to the individual and may be transferred when that individual changes schools.

### **Applying for Professional Development Points**

The 'Points Requests' section of the PDP Toolbox allows you to submit and track all PDC points requests for use on your official Transcript. As Points Requests are submitted, they are sent to the members of the Professional Development Council for review and approval.

Sign into the program as described earlier so that you are viewing the PDP Toolbox: Staff main page. The section 'Points Requests' will be found in the lower portion of this page. This section shows previously submitted requests, current total of approved points, levels of requests submitted; i.e. Knowledge, Application, or Impact; request status, and activity date. You are also able to submit new requests here and request your official transcript when applying for re-licensure.

The Status column provides a quick overview of the location for each Request in the approval process for your District. The terms used within the Status column:

1. Not Submitted: Learning event that is available for points request.
2. Saved: Request added to account, but not submitted to PDC.
3. Submitted: Provided to PDC for review and action.
4. Resubmitted: Staff person changed request and provided update to PDC. This can only be done while request has 'Submitted', 'Returned', or 'Disapproved' status.
5. Pending: PDC Request Manager is reviewing request. Changes cannot be made.
6. Agenda: PDC Members are reviewing request. Changes cannot be made.
7. Chair: PDC Chairperson is reviewing request. Changes cannot be made.
8. Returned: PDC Request Manager has sent the request back to the staff person.
9. Disapproved: PDC Chairperson has declined the request.
10. Approved: PDC Chairperson has granted request.
11. Approved, Old Points: Points approved before your current licensing period.

### **To submit a new Points Request**

1. Click on the 'New' link located next to the 'Points Requests' section header. The 'New Knowledge Level Activity' form will appear.
2. Enter the Activity Title, a short description of the Activity, the Number of Points requested and Date/ s of the Activity.

#### **Additional Information:**

3. Click on 'Select Goal' to align the request to the appropriate Goal. Click the button in front of the selected goal. Click on the (+) to expand the group Goal sections.
4. Select the Category for your request. Click on Category Definitions if you need help. Check the box for point earned through college credit and/ or non-contract hours.

#### **Post Activity Information:**

Fill out the applicable fields on the form paying particular attention to information involving Evidence and Reflection.

**Reflection:** According to the USD#377 Negotiated Agreement: "Teachers attending out of district professional development activities must file a written report within two weeks of attendance at such visitation, conference, workshop or seminar. To do this, the teacher must submit a request for points and complete the reflection section of the PDP Toolbox when doing so."

**Four essential questions for reflection:**

- What do I know now that I didn't know before? (Knowledge)
- What am I doing now that I couldn't or didn't do before? (Application)
- What changes have occurred in school or district programs, among my colleagues, or in student performance, participation, or behavior as a result of my learning? (Impact)
- How have I served others in the profession? (Service to the Profession)

The Comment section allows you to leave a message for the PDC committee if desired. Once all of the information has been entered, click the Submit for Approval button. You will briefly see a message that says "Submitting points request for approval --please wait ... " then the PDP Toolbox: Staff main page will reappear.

*Note: Your new PDC Points Request has been saved to the Activity list and sent to the appropriate person(s) for approval.*

The number in the colored box for each activity indicates how many points you have requested for that activity at that level. Clicking on the Activity title will allow you to access all requests submitted for that individual activity. The 'Save Only' button at the bottom of the screen is provided so that you can return at a later time and enter or edit information prior to submitting the request.

**To edit saved or returned Points Requests**

1. Click on the Request you are choosing to edit or review from those listed in the Activity portion of the Points Requests section.
2. If applicable, review any comments made by the person(s) evaluating the request.
3. Edit or add additional information to the fields as needed.
4. When finished editing, click on the appropriate button at the bottom of the screen
  - a. 'Resubmit for Approval' when the request has been returned for correction or additional information.
  - b. 'Submit Comment' when information has only been added to the 'Comments' box at the bottom of the form.

**To Request Application or Impact Points**

Click on the title of the Activity in your approved points list on your main page. Click on the link at the top right to request Application points. Impact points cannot be requested until you have an approved Application of points.

**To Request a Transcript**

Choose the correct section of the PDP Toolbox main page. Provide the requested information. Click on the 'Submit Request' link.

Your request will be sent to Ginger Mein at the Southeast KS Education Service Center at Greenbush who will generate the transcript and have it mailed to the specified address.

**Where to Get Help**

If you have questions or need help using the PDP Toolbox, please contact your building principal or your building PDC member- they will be glad to help.