

SUBMITTING COLLEGE COURSES ON AN MLP PROFESSIONAL DEVELOPMENT REQUEST

NOTE: If you are **NOT** currently a district employee:

- Create a personal S.M.A.R.T. goal in MyLearningPlan
- Generate a Professional Development Request
- Check your newly-created S.M.A.R.T. goal
- S.M.A.R.T. Goal Instructions samples are available in the MLP “My File Library.”

Creating a S.M.A.R.T. Goal:

1. Once you’ve logged on to MLP, go to “**My Info:**” in the left menu bar, scroll down to and click on/open “**My Personal Goals.**”



2. Click on “**Add New.**”



3. Give your goal a brief title (ex: Relicensure) in the “**Goal Name/Title**” box; describe your goal in the “**Description**” box; select “**Active**”; and **Save**.

The screenshot shows a web form titled "Personal Goals". It contains the following elements:

- 1**: A text input field labeled "Goal Name/Title".
- 2**: A large text area labeled "Description (max. 1000 chars)".
- 3**: A radio button labeled "Active" with "Yes" selected and "No" unselected.
- 4**: A blue button labeled "SAVE".

Submitting College Courses:

1. Once you’ve logged on to MLP, go to “**Fill-In Forms**” in the left menu bar and click on [Prof. Dev. Request](#).



2. **Activity Title:** Precede the name of the course with the course department and number. Ex: **EDU 0504 The Exceptional Child**. (KSDE requires that course titles on professional development transcripts match those on academic transcripts.)

Professional Development Request

QUESTIONS? CONTACT DONNA MCCULLOUGH AT EXT. 2605 OR KIM KICKHAEFER AT EXT. 4930.
Use this form to submit a request for prior approval for a professional development activity.
IF YOU ARE SUBMITTING AN ACTIVITY FROM THE CATALOG, IT IS YOUR RESPONSIBILITY TO ENSURE THE INFORMATION BELOW IS ACCURATE!

Activity Information

Activity Title

Category

Category: Use “**Professional Standards**” if you will be learning teaching techniques; use “**Content Standards**” if you will be studying a specific content area. Service to the Profession does not apply.

Activity Information

Activity Title

Category

Activity Description

- Click To Select ---
- Click To Select ---
- Content Standards
- Professional Standards
- Service to the Profession

3. **Activity Description:** Use the syllabus course description if it's available or the course catalog description if you have access to it.

4. **# of Meetings:** This will be 2; enter **only** the start and end dates for the class. If it is an online course, you will need to estimate the number of hours you would spend per day on coursework. (If you are a district employee, the time(s) must be outside your duty day.) Enter the first meeting date (using numbers only), the start and end times, and the meeting location, then click on the arrow next to the **"# of Meetings"** box and select 2. This will reconfigure the form and allow you to complete entering the information for the second meeting date.

The screenshot shows a form titled "Meeting/Session Dates" with a red instruction: "For activities that exceed one day - you need to enter in two (2) meeting dates for the activity. The first (1) represents the FIRST day of the activity, and the second (2) represents the LAST day of the activity". The form includes a dropdown for "# of Meetings" set to 2, which is circled in red with a "4" next to it. Below this is the "Meeting Date 1" section with three fields: "Meeting 1 Date" (circled in red with a "1"), "Start & End Time" (circled in red with a "2"), and "Meeting #1 Location" (circled in red with a "3").

5. **Sub Information box:** Enter **N/A** in the sub information box.

The screenshot shows a form titled "Substitute Information" with a red instruction: "Be sure to complete this section based on the meeting times of t for." Below this is a text area for "Date(s) and Time(s) [if this does not apply, please enter NA]" which contains "NA" and is circled in red with an arrow pointing to it. Above this is a "Sub Required" section with radio buttons for "Yes" and "No", where "No" is selected.

6. **Provider:** This is the university that will provide the credit. “Click to Select,” then select **--NOT ON LIST – ENTER BELOW--**.

The screenshot shows a form section titled "Provider". Below the title is a dropdown menu with the text "-- Click To Select --". The dropdown is open, displaying a list of options: "CINE Offering", "DESE", "Kansas Infinitec Coalition", "Kansas State Department of Education", "Lawrence Public Schools USD 497", and "--NOT ON LIST - ENTER BELOW--". A red box highlights the dropdown menu, and a red arrow points to the "--NOT ON LIST - ENTER BELOW--" option.

Type name of university that will provide your credit in the “**If NOT On List Enter Here**” box.

The screenshot shows the "Provider" section of the form. The dropdown menu is closed, and the text "-- Click To Select --" is visible. Below the dropdown is a text input field with the text "If NOT On List Enter Here" above it. A red box highlights the text input field, and a red arrow points to it.

7. “Registration Costs,” “Transportation Expenses,” “Estimated Meals Expenses,” “Lodging Expenses,” “Miscellaneous Expenses,” and “Pay” should all be left blank **unless** the school district is paying for your participation in the class.
8. **Payment:** is “**No Cost to the District**” (**unless** you are required by your building principal/immediate supervisor to take the class and district funds are paying for your enrollment).

The screenshot shows a form section titled "Payment". Below the title is a dropdown menu with the text "-- Click To Select --". The dropdown is open, displaying a list of options: "Cost of Substitute Only", "Reimburse Participant or District-Paid Expenses", "Cost of Sub & Reimburse Participant/District-Paid Expenses", and "No Cost to the District". A red box highlights the dropdown menu, and a red arrow points to the "No Cost to the District" option.

9. **Funding Source**: should be left blank (**unless** the district is paying for/reimbursing you for the cost of enrolling in the class). If the district/building is paying for the class, your immediate supervisor will give you funding source information to enter in this space.
10. **Points** are 0; **Credits** equal the number of credits you will earn upon completion of the class.

Points/Credits

Enter the number of points, or credits if for a college course, you are seeking for this activity

Points

Credits (college/university credit)

11. Select any applicable **Goals/Objectives**. A goal is required. Select one (or more) from district goals, building goals or personal (SMART) goals. **Non-district staff will select only a Personal / S.M.A.R.T. goal.**

Goal(s) and Objective(s)

Select At Least One Goal

Goal : Collaboration and PLCs

- Administrative Professional Development
- Community Partnerships
- Extended Learning Opportunities
- Mentoring New Staff
- SPED Adaptations/Accommodations

Goal : Curriculum, Instruction, and Assessment

- Formative assessments and Using Data
- K-12 Curriculum
- Math
- Reading

Goal : Individual Professional Growth

- Technology

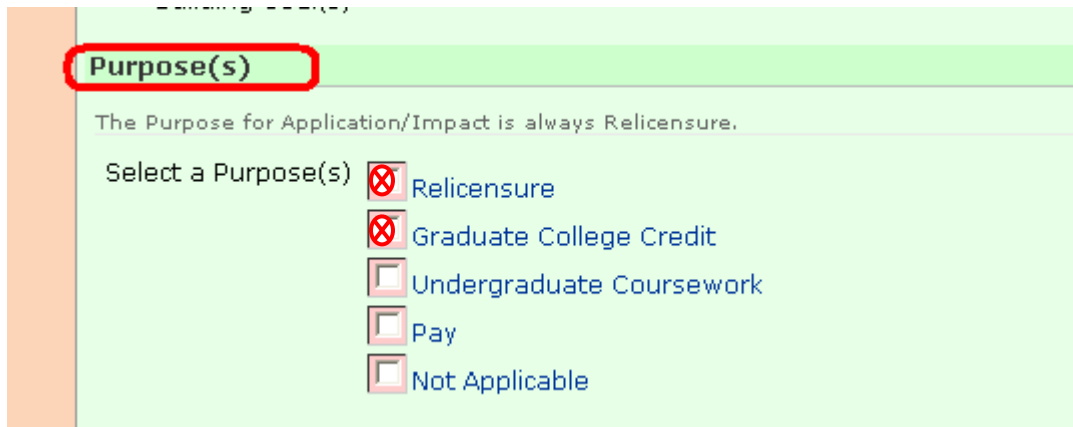
Goal : Personal

- Forms Update
- MyLearningPlan
- Relicensure

Building Goals

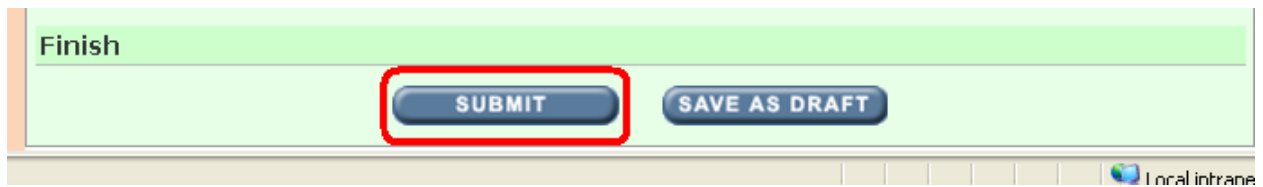
Select, if appropriate.

12. **Purpose(s):** This is always **both** Relicensure and Graduate College Credit.



The screenshot shows a form titled "Purpose(s)" with a light green background. Below the title, it states "The Purpose for Application/Impact is always Relicensure." There is a label "Select a Purpose(s)" followed by five radio button options: "Relicensure", "Graduate College Credit", "Undergraduate Coursework", "Pay", and "Not Applicable". The "Relicensure" and "Graduate College Credit" options are selected, indicated by a red 'X' in a square next to each label.

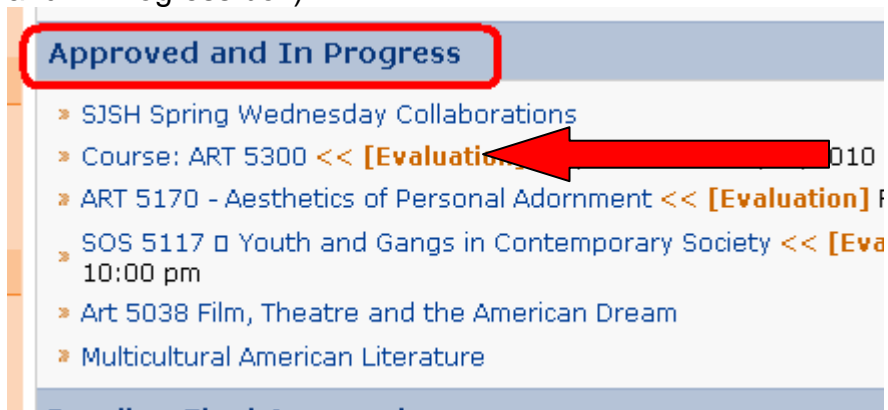
13. **Finish:** You are ready to submit your request. If you "Save As Draft," remember to click on the activity in the "Drafts" box on your homepage, and complete/submit it.



The screenshot shows a "Finish" section with a light green background. At the bottom, there are two buttons: "SUBMIT" and "SAVE AS DRAFT". The "SUBMIT" button is highlighted with a red rectangular box. In the bottom right corner, there is a small globe icon and the text "Local intranet".

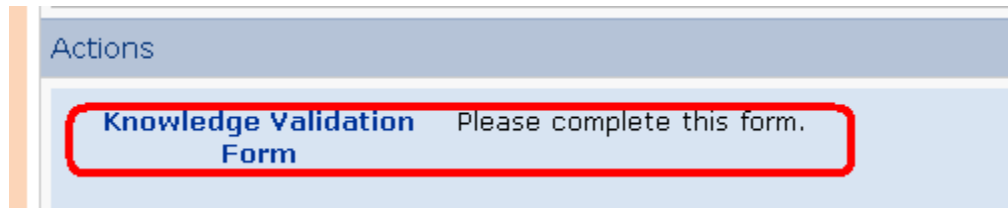
ONCE THE COURSE ENDS:

1. **Knowledge Validation Form:** Once you have completed the course, **remember** to log on to MLP and click on the course name (in the Approved and In Progress box).



The screenshot shows a box titled "Approved and In Progress" with a blue header. Below the header, there is a list of course titles with a red arrow pointing to the word "Evaluation" in the second item. The list includes: "SJSJ Spring Wednesday Collaborations", "Course: ART 5300 << [Evaluation] 010", "ART 5170 - Aesthetics of Personal Adornment << [Evaluation] F", "SOS 5117 □ Youth and Gangs in Contemporary Society << [Eva] 10:00 pm", "Art 5038 Film, Theatre and the American Dream", and "Multicultural American Literature".

2. Scroll down and select and complete/submit the **Knowledge Validation Form**.



3. **Add form**
4. Once you've submitted the Form, you will be returned to the activity to select **Mark Complete** to ensure your request proceeds through final approvals and the credit will show on your official transcript.

