

My Learning Plan

Task: Administrator/Principal

- **Add a Catalog Activity**

- **Under Activities**

- 1. Add/Edit Activities

- **How to Complete Form:**

- Form Approval Required (**NO** if no sub is needed. YES, if a sub is needed)
 - User Can Edit Form: (**Yes** if Sub is needed. This will allow the teacher to indicate that need. Sub requests will also be routed to AESOP.
 - Yes, it does require the Admin to Mark Complete.
 - Yes, will also open the form in order to add additional information.
 - No, will by-pass the form. No does not require the Admin to Mark Complete.
 - Allow Quick Approval (**Yes** allows approval without the need to open the form. This option is NOT available if sub is required)

- Be sure to check off **PLUs** if appropriate
 - Leave Building and content areas blank to avoid crossover issues

- **Enrollment Tools**

- **Preregister by Building /Department etc....**

- **Confirm Attendance.... (Available After Date Has Passed)**

- **Confirm vs Complete** when verifying **Catalog Activity** Attendance
 1. **Confirm, (For teacher submitted activities using PD Form)** This requires the teacher to **Mark Complete** that they have attended. This allows teachers to upload and attach **Proof of Attendance**
 2. **Complete** finishes the process in one step. In this case, the Mark complete Step by the teacher is no longer necessary.

- **Explanation of Forms**

- **Request for Change of Position**

- 1. *Routed = Superintendent then Principal if approved*

- **Reimbursement Request for Grad Coursework**

- 1. Limited Money available first come first serve up to **\$634** per teacher annually
 - 2. Routed to Superintendent for approval
 - 3. Teacher is notified of approval
 - 4. Teacher sends hard copy of college transcript to the Superintendent's Office
 - 5. Once approved, the Director of Finance is notified for reimbursement

- **College Course Credits (Use towards Class Change, Plus or Both)**

- 1. Official Transcripts hard copy should be sent to the Superintendent's Office

2. Teachers should complete a copy of this form for each College course. When filling out the form, **teachers should indicate the number of Credits and PLUs**
 - **Credits are for Class Change**
 - **PLUs are for Certification**
 3. 3 Credits = 30 PLUs
- **Non-College Course Credits (RIDE) RARE!**
 1. Routed to the Superintendent

PD Form(s) STEPS

- **PD Out of District Historical** (Use for PLUs Not Credit)
 - The form is then Routed to Principal for Approval

OR

- **PD Out of District Request** (Use for PLUs Not Credit)
 - The form is then Routed to Principal for Approval

Task: Teacher

- Teacher complete form. Teachers need to check off the PLU option when completing either form
 - The form is then Routed to Principal for Approval

Task: Administrator/Principal

- **Approval of Forms**
 - **Administration Tab**
 - **Pending Approvals**
 - Principal should verify Form is correct the hit **Submit**. *Verify PLUs (Not Credits) are checked if appropriate.*

Task: Teacher

- **Upload Proof of Attendance into My File Library** *(Not necessary for catalog activities)*
 - **My Info Tab**
 - Teacher needs to upload Proof of Attendance into their File Library
 - **How to Upload Proof of Attendance**
 - Select the My Info Tab
 - Click on My File Library
 - Click on Add File
 - Click on Choose File
 - Locate and select your file
 - Click on Upload

Task: Teacher

o Learning Plan Tab

- Once approved and Proof of Attendance has been uploaded, the teacher selects **Marks Complete** and links the Proof of Attendance document.

(If the teacher does not link the Proof of attendance from the File Library to the Activity at this time, the teacher will need to click on Resubmit the form. This will restart the approval process back to the principal.)

- The Form then goes to Help Desk Manager Kim for final verification of Proof of Attendance

Task: Teacher (For Recertification)

● PLU Requirements

- o 15 per year beginning in July of 2019
- o Teachers renewing for 2023 need 60
- o Teachers renewing for the 1st time in 2023 from a Provisional Certification need 75

● To View PLU Status

1. To see how many PLUs you have earned, under the My Info tab click on **View by Purpose**

Once PLUs tally the appropriate amount, the next steps are to:

2. Email Michelle and tell her that you are ready for her to verify your PLUs.
3. She will then notify the state that you are all set.
4. You then go to the Ride website <https://portal.ride.ri.gov/Account/Login> and complete a renewal application.
5. They will want you to submit payment.
6. **That date on that application is key.** Your next round of PLUs are counted from that date forward. So, I suggest that you start this rolling by emailing Michelle ASAP. It will help you use any new PLUs from that date forward to be used towards your next recertification.

Task: Teacher (Class Change)

o Class Change / Salary Tracker

When a teacher is ready to be evaluated for a class change, they should:

1. Make sure that all course transcripts have been sent to the Superintendent's Office to be added to their personnel file.
2. Use the Salary Tracker to allocate college credits towards a petition for a change of class.
 - o All Courses earning Credits should be entered using the College Course Credits form and/or the Non-College Credit form. (CEUs: 10 CEUs=1 College credit).
 - o **Activities appear under Salary Tracker once Credit earning activities are approved and Proof of Attendance is verified.**
 - o The teacher needs to use the Salary Tracker tool to allocate credits toward the specific desired class change.
 - o When enough credits are accrued, the teacher can submit for review to the superintendent to be considered for a Class Change.

Task: Superintendent

3. If a Class Change is approved, the Director of Finance will be contacted directly by the Superintendent. NOT VIA MLP!