

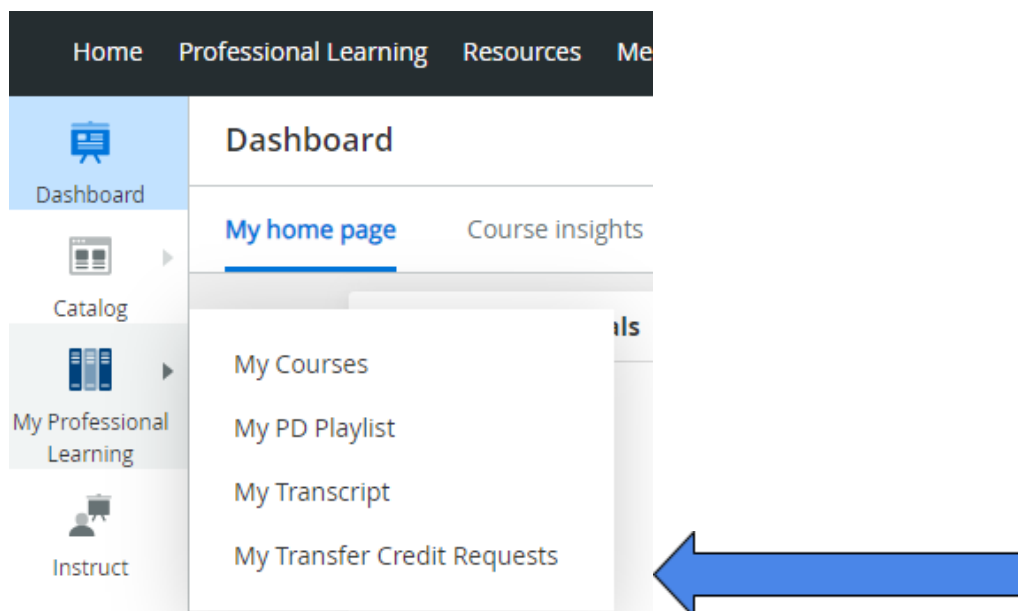


## PowerSchool: My Transfer Credits

Formerly Known as submitting an "Out-of-District Activity"

Learning taken **outside** of Plano ISD can be added to PowerSchool as a Transfer Credit; this will add these records to your Professional Learning Transcript.

1. Select the **Professional Learning** tab at the top.
2. Click the tab on the left called **My Professional Learning**.
3. Select **My Transfer Credit Requests**.



4. Click the blue button titled **Create Transfer Credit Request Form**.

**Create Transfer Credit Request Form**

5. Complete the fields with details from your outside-of-district Professional Learning. Please provide full details of your event to ensure that credit is approved. Be sure to select one or more of the credits you would like to request. If you want the training to count as Trade Hours, make sure you select that box as well.
6. Make sure to click the blue **Submit for Credit Approval** button on the bottom of the screen.
7. To review the status of your Transfer Credit Requests, return to the My Transfer Credit Requests screen.



## **Additional Notes About Submitting Credit**

**Graduate Coursework:** When requesting credit for current Graduate Coursework, please note the following: You may apply 2.5 hours of trade hours for up to 2 courses per year, for a total of 5 hours. This will also allow you to pursue learning outside your regular workday that directly relates to your TPG/SLO. Your supervisor must approve all Graduate Course trade hours. Only complete a My Transfer Credit Request upon completion of coursework.

**GT Update:** If you are needing to acquire the 6 hour GT update, you may do so through Region 10 or TEMPO+.

Region 10: The "Pick 6" modules through Region 10 are eligible for update hours. You may create a new account or use an existing Region 10 login; to enroll [click here](#). Modules are free of charge to PISD staff.

Tempo+: Plano ISD teachers can access a curated library of resources, including articles and podcast episodes, via TEMPO+ and the Texas Association for the Gifted and Talented. After reading, viewing, or listening to one of the TEMPO+ resources, teachers can complete the [TEMPO+ Reflection](#). Teachers will submit this reflection document as evidence of learning so that a campus administrator can approve the credit. Teachers will earn one update hour per resource/reflection. Instructions for accessing TEMPO+: Go to <https://tempo.txgifted.org/>. Click on **Join/Login** in the top right corner. In the District Subscriber Login Box, click **forgot password**. Enter PISD email address in the box and click **request password reset**. Create a new password.

**Book Study:** You may request credit for time spent in a group or individual book study. Hours can be requested according to the activities completed and artifacts submitted in PowerSchool. Enter your credit requests as Out-of-District Activity. Note: Credit cannot be awarded for the time spent on the reading itself.

Books are accessible through the PISD Library Catalog, though book studies are not necessarily limited to these texts: [http://www.galepages.com/pisd\\_main](http://www.galepages.com/pisd_main). Upon completion of the book study, each member must upload their artifacts or evidence of learning and complete the reflection.



[Click here to see a menu of options for activities you can use to receive credit for a book study.](#)