

## Out of District PD Express

Click OUT OF DISTRICT PROF LRNG

The screenshot shows the PDEExpress 2015 Home Page. A blue arrow points to the 'Request Out of District Prof Lrng' link in the top navigation bar. A modal window titled 'Request Out of District Prof Lrng' is open, displaying the following fields:

- Select a school year:** 2017
- Select a type:** Out of District Professional Learning
- Enter a description:** CCRPI Academy

A 'Next >' button is visible at the bottom of the form.

YEAR: 2018

SELECT A TYPE: Prof Lrng or Professional Activity (meeting, field trip, sports activity, etc...)

ENTER A DESCRIPTION: Type the title exactly as it is named in the RESA Course Catalog or Conference/Workshop Title –

DO NOT ABBREVIATE

CLICK NEXT

The screenshot shows the 'Instructions' page for Out of District Professional Learning. It includes a list of instructions and a summary of the request details:

- Title:** CCRPI Academy
- School Year:** 2017
- Type:** Out of District Professional Learning
- Status:** New
- Chronology:** Created: 7/21/2016 10:12:05 AM
- Approval History:** This proposal has not been submitted for review.

A blue star is placed over the 'Title' field in the summary. Below the summary, there are input fields for 'Title' and 'Course # If available (RESA Website) If not, type Workshop Title'.

For RESA – type NUMBER of course ONLY; no letters

For all others, retype the exact title entered on the previous screen (show at the star)

Out of District Prof Lrng Proposal

Title

Teachers and leaders will increase the cognitive demands of learning experiences, by improving current instructional strategies, using inquiry based learning, and the use of blended/personalized learning.

**Goals** Teachers and leaders will increase their knowledge of developing and providing an academically challenging learning environment and school culture while working with a variety of diverse students across the curriculum.

Engage in ongoing professional development that supports the English Language learner and content teachers.

Start Date of Workshop: 8/15/2016

End Date of Workshop: 8/16/2016

Location of Workshop: RESA Camilla

Start Time of Workshop: 8:00 am

Choose the goal(s) that PLU is aligned with.

Out of District Prof Lrng Proposal

Engage in ongoing professional development that supports the English teachers.

Start Date of Workshop: 8/15/2016

End Date of Workshop: 8/16/2016

Location of Workshop: RESA Camilla

Start Time of Workshop: 8:00 am

End Time of Workshop: 4:00 pm

Sub Needed: [dropdown]

Drive Personal: [checkbox]

LOCATION: RESA – Camilla, RESA – Lenox, Classic Center, Athens, etc....

Time: please use this format:

8:00 am

4:00 pm

www.boe.dcboc.com/admin/...me.aspx

Information In-District PD Resources Administration Logoff

Course Request

PL Goals >1

Status	Created	Submitted
Approved	08/11/2015	08/11/2015

Out of District Prof Lrng Proposal

I must redeliver workshop information: Yes

I am attaching flyer or brochure for workshop/conference. If website, type in comment box below.

Budget Code - This field to be completed by Professional Learning Administrator: S1 State/General

Comments: I have registered at RESA website

Attachments: None

Print Submit for Review Save

Form: Out of District Professional Learning (10013)

Make sure to add expenses, attach a flyer or if RESA class, please add in the comment section verifying that registration has been completed via the RESA website. We will NOT approve classes that have not been approved at the RESA level.