

Districtwide Professional Development

for

Paraprofessionals (Auxiliary) Staff

(Secretaries, Data Processors, Receptionists, Registrars, Library Aides, PE Aides, Computer Aides, Technology Specialists, ESL/Bilingual Aides, Special Education Aides, and Nurse Aides)

June 7, 2010 – November 8, 2010



Frisco Independent School District

Frisco Independent School District Mission

By providing a unique learning environment that maximizes student opportunity and invests in meaningful relationships, the mission of the Frisco Independent School District is to partner with parents and community in developing caring citizens equipped to continue learning and pursue their aspirations.

Curriculum & Instruction Philosophy

The Frisco ISD Curriculum and Instruction Department will serve the district by providing a challenging curriculum, assessing individual student achievement and supporting efforts to ensure student success.



Curriculum

Guaranteed and Viable
Written
Taught
Assessed

Instruction

5E Model
Vocabulary
Quality Questioning
Cooperative Learning
Classroom Management

Assessment

Grading
Data Analysis
Performance-based
Progress Monitoring
Formative and Summative

Professional Development

Professional Learning
Communities
Instructional Coaching
Collaborative Planning

Professional Development Framework

Curriculum	Instruction	Assessment	Differentiation	Continuous Improvement
CONTENT	PROCESS			CONTEXT
What we teach (The plan, design, sequence and pacing of content)	How we teach (The delivery and instructional strategies used)	How we measure what we teach (The formative and summative assessments used)	How we teach varied learners (The plan to keep student variance in mind)	What we and do as educators (The plan for monitoring and refining practices)
<i>What must our students know and be able to do?</i>	<i>What kind of instruction will enable students to demonstrate the knowledge and skills defined in the curriculum?</i>	<i>How will assessments be used to determine how well students are learning (and how effective instruction is)?</i>	<i>How will students varying background knowledge, readiness, language, learning preferences, and interests be addressed?</i>	<i>What must be addressed when planning, implementing, and evaluating ongoing district, campus and individual improvement?</i>



Frisco Independent School District

Professional Development Calendar

Summer Professional Development (Heritage)

June 14-25

July 26-30

Super Saturdays (CTE)

September 25

October 23

February 5

New Hire Professional Development Week (Liberty)

August 9	August 10	August 11	August 12	August 13
Beginning Teacher Academy		Quality Questioning & Formative Assessments	New Teacher PD	New Teacher Breakfast
		Model Classrooms		Campus Orientation

Districtwide Professional Development

August 16	August 17	August 18	August 19	August 20
Videoconference*	Campus Professional Development	Districtwide Professional Development	Convocation	Teacher Workday
Campus Professional Development			Districtwide Initiative**	
October 11	November 22	November 23	January 14	May 2
Parent Conference Day	Exchange Day	Exchange Day	Districtwide Professional Development	Service Pin Campus Professional Development
June 4				
Teacher Workday				

* districtwide videoconference with Debra Pickering scheduled at all home campuses (8:30-10:00)

** districtwide follow-up on formative assessments scheduled at all home campuses (12:30-3:30)

2010-2011 Professional Development Distribution

District-driven	2 ½ days
Campus-driven	2 ½ days
Individual-driven	2 days
District Sponsored Events	1 day (½ day for Convocation and ½ for Service Pin Recognition)
Teacher Workdays	3 days (includes Parent Conference Day)
TOTAL	11 DAYS



Frisco Independent School District

Professional Development Calendar Details

	Date	Scheduled	Locations	Staff	Hours
New Hire Professional Development	August 9	Beginning Teacher Academy	Liberty HS	First Year Teachers	6**
	August 10	Beginning Teacher Academy	Liberty HS	First Year Teachers	6**
	August 11	Model Classrooms / Formative Assessments & Quality Questioning	Liberty HS <i>and</i> Specified Locations	First Year Teachers & New to Frisco Staff	6**
	August 12	Districtwide PD	Liberty HS	First Year Teachers & New to Frisco Staff	6**
	August 13	New Teacher Breakfast	Liberty HS	First Year Teachers & New to Frisco Staff	0
		Campus Orientation	Home Campus	First Year Teachers & New to Frisco Staff	3**
Districtwide Professional Development	August 16	Campus PD	Specified Locations	All campus staff	6
	August 17	Campus PD	Specified Locations	All campus staff	6
	August 18	District PD	Home Campus (Elementary) Frisco HS (Secondary)	All campus staff	6
	August 19	Convocation	Deja Blue Arena	All staff	0
		Districtwide Initiative	Home Campus	All campus staff	3
	August 20	Teacher Preparation	Home Campus	All campus staff	0
	September 25	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	$\pm 6^{**}$
	October 11	Parent Conferences	Home Campus	All campus staff	0
	October 23	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	$\pm 6^{**}$
	November 22	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	November 23	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	January 14	Districtwide Professional Development	Specified Locations	All campus staff	6
	February 5	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	$\pm 6^{**}$
	May 2	Service Pin Recognition	Deja Blue Arena	All staff	0
		Campus-based Professional Development	Home Campus	All campus staff	3
June 5	Teacher Preparation	Home Campus	All campus staff	0	



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Professional Development Expectations

Professional Development Definition

Professional development is a continuous learning process across all levels of education for the entire learning community. Quality professional development expands the capacity of the learning community to realize its vision and reach its goals.

Informational meetings, faculty meetings or “nuts and bolts” meetings and committee work including, time devoted to business, staff, department or team meetings, house keeping, and/or operations will not be considered into as professional development.

Registration and Attendance

Register in Eduphoria Workshop (Registration ends 48 hours before the start of the course.)

Un-register 48 hours before the class if you are not able to attend (No-shows will be counted absent.)

Low enrollment can result in the class being cancelled

Don't forget to sign the sign-in sheet (Staff not signing in will not receive credit.)

Take the survey to receive credit (Complete the survey within 7 days is required for credit.)

Check your portfolio often for errors (Reported in a timely manner.)

Children are not permitted to attend professional development sessions. Additionally, children may not be left unattended in building(s) where professional development is scheduled.

No-show /Excessive Absence Procedure

If a participant registers for a course and does not attend he/she will be marked as absent. After three "no shows" are recorded on the transcript, the participant will be locked out of the Eduphoria system. Principals must contact Professional Development on behalf of their staff in order for the registration account to be reset. Principals will receive periodic reports of “no shows” for their campus staff to address in PDAS Domain VII.

Professional Development Norms

Be on time (Morning sessions start at 8:00 and afternoon sessions start at 12:30).

Be actively engaged throughout the session

Exhibit professional behavior at all times

Remain focused on student success

Turn off all electronic devices

Professional Development Hours

A professional development day is considered to be 6 hours in length (maximum)

Courses / workshops must be at least 1 hour in length.

All campus and district professional development days will be 8:30-3:30, 11:00-12:30 lunch.



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Professional Development Requirements*

	CAMPUS Professional Staff	CAMPUS <i>Paraprofessional</i> Staff	CENTRAL Professional Staff	CENTRAL <i>Paraprofessional</i> Staff
Deadline	by April 1, 2011	by November 08, 2010	by April 1, 2011	by November 08, 2010
Employee	Professional staff (campus administrators, teachers, counselors, nurses, itinerant staff, technology integration facilitators, and librarians)	Auxiliary staff (secretaries, clerks, receptionists, registrars, library aides, PE aides, computer aides, technology specialists, ESL/bilingual aides, and clinic aides)	Professional staff (superintendent, assistant superintendents, executive directors, directors, coordinators, facilitators, and instructional specialists)	Auxiliary staff (secretaries, clerks, receptionists, managers, supervisors, and specified auxiliary staff)
Requirement	Must obtain a <i>minimum</i> of 12 hours of non-duty professional development (off contract) in exchange for November 22 & 23.	Must obtain a <i>minimum</i> of 12 hours of non-duty professional development (off contract) -AND/OR- approved compensation time in exchange for November 22 & 23.	Must obtain a <i>minimum</i> of 12 hours of non-duty professional development (off contract) in exchange for November 22 & 23.	Must obtain a <i>minimum</i> of 12 hours of non-duty professional development (off contract) -AND/OR- approved compensation time in exchange for November 22 & 23.
Options	<u>In and Out-of-District</u> Conferences Region X ESC Evenings / Summer / Saturdays College Coursework	<u>In and Out-of-District</u> Conferences Region X ESC Evenings / Summer / Saturdays College Coursework	<u>Out-of-District**</u> Conferences Region X ESC Evenings / Summer / Saturdays College Coursework	<u>Out-of-District</u> Conferences Region X ESC Evenings / Summer / Saturdays College Coursework
Penalty	Docked Pay	Docked Pay	Docked Pay -OR- Work on November 22 & 23	Work on November 22 & 23
Method	Eduphoria Workshop	Professional Development Equivalency Form	Professional Development Equivalency Form	Professional Development Equivalency Form
Records	Eduphoria Workshop Portfolio	Documentation + Comp time Report + Equivalency Form	Documentation + Equivalency Form	Documentation + Comp time Report + Equivalency Form
Contact	Professional Development	HR Auxiliary Services	Professional Development	HR Auxiliary Services

*This requirement excludes staff working less than 20 hours a week and classified staff, including construction staff, custodians, maintenance, bus drivers, food service cashiers and managers, and crossing guards.

** Limited non-contract courses are offered by Technology and Finance **central office** paraprofessionals.



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Failure to Meet the Minimum 12-hour Professional Development Requirement

The 12-hour non contract professional development requirement is stated on all documents as “a minimum of 12-hours” to emphasize that additional hours may be required at the discretion of the supervisor.

- **All paraprofessional (auxiliary) staff should consult with their supervisor regarding professional development and compensation time expectations and opportunities.**
- All non-contract professional development obtained in or outside the district is granted at the discretion of the supervisor.
- All compensation time accrued and applied must be supervisor-approved.

Failure to complete the minimum 12-hour requirement will result in a reduction in your January 2011 paycheck.

- Sick, personal, or vacation days can not be used to attend professional development for exchange (non-contract) credit. Sick, personal, or vacation days can not be used in lieu of professional development.
- Extra duties such as extracurricular or co-curricular duties, supervision of students, etc. can not be used in lieu and/or traded for professional development.

Campus paraprofessionals choosing not to meet the minimum 12-hour non duty professional development requirement will be docked at their daily rate of pay in order to return the compensation received for the exchange days.

Central office (auxiliary) paraprofessionals choosing not to meet the minimum 12-hour non duty professional development requirement will be required to work the exchange days or be docked at their daily rate of pay in order to return the compensation received for the exchange days.

Payroll deductions will be done in half-day or full-day increments, not hourly, based on each individual’s daily rate as determined by HR.

Pay Reduction (DOCK) for Non-completion of Professional Development / Compensation Requirements

Non-duty Professional Development Hours Completed	Pay Reduction (DOCK) at Daily Rate
12 hours of non-duty professional development	0 days
11-9 hours of non-duty professional development	½ day at daily rate
8-6 hours of non-duty professional development	1 day at daily rate
5-3 hours of non-duty professional development	1 ½ days at daily rate
2-0 hours of non-duty professional development	2 days at daily rate

Auxiliary Late Hire Requirements

Auxiliary Start Date Between	Professional Development Compensation
August 16, 2010 – September 12, 2010	Minimum of 12 hours
September 13, 2010 – November 7, 2010	Minimum of 6 hours (<i>allowed to use 1 leave day for remaining 6 hours</i>)
After November 7, 2010	No Requirement for 2010 – 2011 (<i>contracted days will be adjusted at time of hire</i>)



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Compensatory Time Information

Compensatory time is additional time earned above the normal assigned hours during the regular work week. Compensation time earned by the November 8, 2010 pay period (earned prior to November 8) and exchange days for any part of November 22 & 23, 2010 would be reconciled per the following pay period and posted to the January 14, 2011 payroll.

Equivalency Form: All paraprofessionals must complete the interactive Professional Development Equivalency Form and attach all required documentation of compensation time and/or professional development (in or out-of-district) to submit by the deadline; November 8, 2010.

Part-time Auxiliary Staff Requirement:

- Part-time auxiliary staffs, working a reduced schedule but more than 4 hrs per day, are required to complete half the hours as a full-time equivalent.
- Part-time auxiliary staffs, working less than 4 hrs per day, **do not** have a professional development requirement– they are paid hourly for all hours worked.
- Retire-Rehires working a half time schedule **do not** have a professional development requirement.

Clocking In and Out Procedures: Paraprofessionals do not need to clock in and out for the voluntary training outside the regular work schedule. To earn training hours to use as hours applied to the exchange days – those hours must be done outside of your regular work schedule – off the clock.

Saturdays / Summer / Evenings: Voluntary workshops or courses are considered voluntary hours outside of your regular duty and overtime laws do not apply for those additional hours.

Monitoring Compensation Time: Compensation balances (as of the last pay period posted) are shown on each pay stub and can be accessed from the Employee Access Center. The Auxiliary Timekeeping System has a self-service section that shows the last two weeks of time, but the site does not calculate the compensation balance.

Official Time: The campus is not responsible for calculating compensation time. Calculations are done in the Payroll Department to ensure legal and accurate calculations are completed. Campus secretaries may keep an “estimate” of the paraprofessional’s comp balance in order to consult the employee and supervisor.

Reconciliation: Each month, Principals are given a copy of the compensatory balances report for all auxiliary staff on their campus. However, balances are only current through the posting of the last pay period. For Principals to know in advance, on November 8, they will have to communicate closely with their campus secretary and review the employee’s time card. All earned compensation time would then be indicated on the Equivalency Form along with any documentation. This time will be verified and reconciled after December 15 and posted to the January 14, 2011 payroll.



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Professional Development Guidelines

Individual Professional Development Plans: Prior to registering for summer courses, all campus staff should meet with their supervisor (summative or goals setting) to address professional development goals. An Individual Professional Development Plan should be completed prior to meeting. However, recommendations from supervisors for both district and non-contract professional development are highly encouraged and acceptable.

Discretionary Leave: Per the 2010-2011 Employee Handbook, except in extenuating circumstances as determined by the Superintendent or designee, discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated testing, or professional development days.

Out of District Courses and Conferences: To receive non-contract professional development credit for out-of-district workshops and conferences, you must be off-contract (duty) and submit an **Out-of-District Pre-Approval Form** to your supervisor **BEFORE** attending. Attach all proof of attendance/certificates **AND** workshop/session details to your **Professional Development Equivalency Form**.

College / University Course Credit: To receive professional development credit for college and university coursework, submit an **Out-of-District Approval Form** to your supervisor.

- **One 3 hour college course = 6 hours of non contract professional development credit**, not to exceed 6 hours towards the 12-hour minimum non-contract requirement.
- **BEFORE** a new portfolio entry is requested in Eduphoria transcripts **AND** a course description must be submitted to your supervisor.
- Since both fall and spring courses typically end after the November 8, 2009 deadline, college hours for these semesters may not be used. However, continuing education, mini-mesters, and summer coursework can be submitted.
- Non-contract credit for college/university coursework requires pre-approval.
- Courses must be related to your **current** position.

CPR Courses: CPR credit **CAN NOT** apply towards the 12-hour minimum non-contract requirement for content teachers and staff **EXCEPT** nurses, health, and PE teachers and paraprofessionals. **Although required for some extra-duty assignments, it is not directly related to any specified assignment.**

Digital Learning Environments: Only pre-approved online, distance learning, eCourses, webinars and/or any combination thereof (excluding PDAS), completed during non-contract time can count toward the 12-hour minimum non-contract requirement.

Technology Application: Courses delivered by the Business Office, Instructional Technology, and Data Information Services including Outlook, eSchools, Pentamation, Job Applicant Tracker, and Hardware and Software workshops **CAN** count toward the 12-hour minimum non-contract requirement for paraprofessionals if offered during non-contract hours.



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Individual Professional Development Plan

(Please refer to the Quick Reference Course Planner before completing this plan)

NAME: LAST FIRST MIDDLE

CAMPUS POSITION / GRADE LEVEL(S) / SUBJECT(S)

1. My professional growth goals (please number in order of priority):

2. My professional growth goals are consistent with the following district and/or school goals:

RECORD OF APPROVED PROFESSIONAL DEVELOPMENT ACTIVITIES			
PROFESSIONAL DEVELOPMENT ACTIVITIES	CORRESPONDING PROFESSIONAL GROWTH GOAL (GOAL NUMBER)	DATE APPROVED & SUPERVISOR INITIALS*	DATE COMPLETED

*Supervisor’s initials indicate that the professional development activity is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

Supervisor Recommendations for District Training:



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Steps to Developing Your Individual Plan

You wouldn't dream of walking into a classroom without any idea what you want to accomplish. Why treat your own learning any differently? A plan with explicit goals provides structure for your learning. Use the following steps and the planning template to develop your individual professional development plan.

Step 1: Review the Quick Reference Course Planner for required and highly recommended courses.

- Before you use the planning template or guidelines below, find out what your specific requirements are.

Step 2: Review the components of good professional development

- It addresses individual needs to improve practice, but it balances those needs with the needs of the students, campus, and district.
- It focuses on improving student learning as the overall goal of professional development, and it connects the educator's individual goals to demonstrated student needs.
- It reflects school, district, and/or state educational initiatives.
- It includes reflection as a part of the individual's learning and growth. It includes documentation of the outcomes of the professional development activities.
- It utilizes the National Standards for Staff Development as a guide for developing and implementing personal learning goals.

Step 3: Ask yourself these questions to clarify your goals and begin planning

- What do I want all my students to know or do as a result of my teaching?
- How will I judge the quality of my students' work?
- How does my practice impact student achievement?
- Based on data, what do I know about my students' needs?
- How do my schools' goals and improvement plan impact my goals?
- How can I improve or strengthen my practice?
- How can I work with others to address my goals?
- How will I know I have accomplished my goals?
- What will I do when my students don't demonstrate mastery?
- How can I embed the professional development strategies I choose into my classroom day?

PDAS Evaluation Reflections:

(I've learned, grown, changed..., therefore I need to...)

Student Data Reflections

(I want students to be able to....therefore I need help to do....., therefore I need to....)



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Out-of-District Pre-approval Form

STEP 1: All out-of-district workshops/conferences must be pre-approved by your supervisor at least 21 days prior to the date of the workshop. Submit this form AND any workshop information to your supervisor.

STEP 2: Once your professional development request has been approved, you may proceed with registration. Please attach a copy of this form to your completed registration form and submit this to the school secretary for processing. Travel and food reimbursement will not be reimbursed for local workshops.

STEP 3: To receive non-contract professional development credit, upon completion/attendance submit proof of attendance to your supervisor.

STEP 4: Add a new portfolio entry in Eduphoria Workshop for your supervisor to approve.

- Non-contract hours must be earned in at least two of the framework strands: curriculum, instruction, assessment, differentiation, and continuous improvement.
- All professional employees must complete 12-hours of non-contract professional development beginning June 7, 2010 and ending on April 1, 2011. **Ending November 8, 2010 for auxiliary staff.**

EMPLOYEE NAME: _____ **DATE:** _____

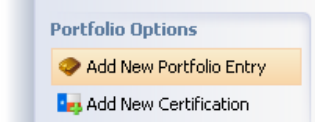

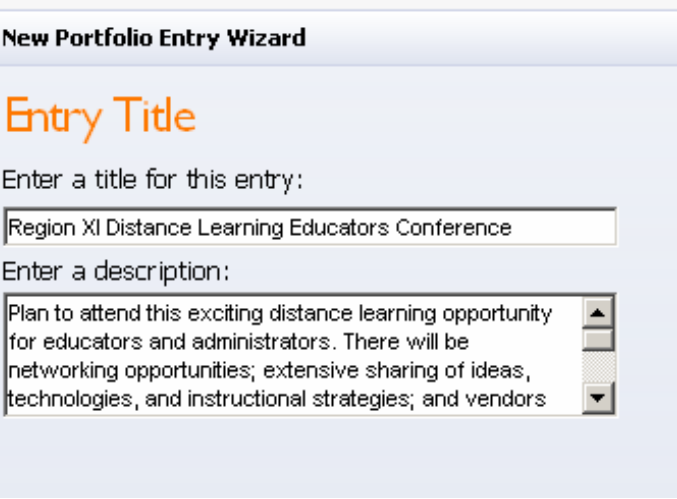
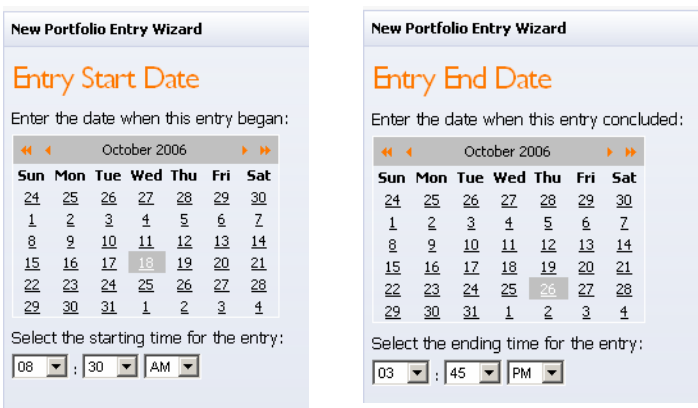

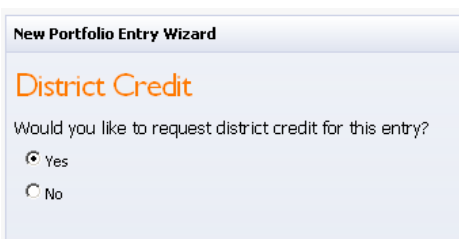

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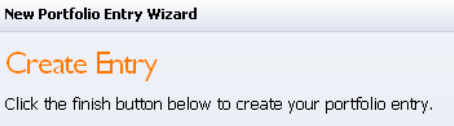
APPROVED **DENIED**

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Adding Out-of-District Courses in Eduphoria

<ul style="list-style-type: none"> Click Add New Portfolio Entry at the bottom left 	 <p>Portfolio Options</p> <ul style="list-style-type: none"> Add New Portfolio Entry Add New Certification 																																																																																																			
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<ul style="list-style-type: none"> Enter the title of the workshop/conference and the description. Be sure that your description is detailed enough for your principal/assistant principal to understand what you learned in this course and that it explains why you want a certain strand credit. Click Next to continue. 	 <p>New Portfolio Entry Wizard</p> <h3>Entry Title</h3> <p>Enter a title for this entry:</p> <input type="text" value="Region XI Distance Learning Educators Conference"/> <p>Enter a description:</p> <input type="text" value="Plan to attend this exciting distance learning opportunity for educators and administrators. There will be networking opportunities; extensive sharing of ideas, technologies, and instructional strategies; and vendors"/>																																																																																																			
<ul style="list-style-type: none"> Enter the <i>start</i> date and time of the workshop/conference and the <i>end</i> date and time. Click Next to continue. 	 <p>New Portfolio Entry Wizard</p> <h3>Entry Start Date</h3> <p>Enter the date when this entry began:</p> <table border="1"> <thead> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> </tbody> </table> <p>Select the starting time for the entry:</p> <input type="text" value="08"/> : <input type="text" value="30"/> <input type="text" value="AM"/>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	 <p>New Portfolio Entry Wizard</p> <h3>Entry End Date</h3> <p>Enter the date when this entry concluded:</p> <table border="1"> <thead> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> </tbody> </table> <p>Select the ending time for the entry:</p> <input type="text" value="03"/> : <input type="text" value="45"/> <input type="text" value="PM"/>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
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<ul style="list-style-type: none"> Click “yes” to request non-contract credit for this workshop/ conference. NOTE: If you <u>do not need</u> it to count toward your 12 comp hours, select NO. Click Next to continue 	 <p>New Portfolio Entry Wizard</p> <h3>District Credit</h3> <p>Would you like to request district credit for this entry?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No 																																																																																																			
<ul style="list-style-type: none"> Credit Types: (<i>your workshop can meet more than one credit</i>) 	 <p>New Portfolio Entry Wizard</p> <h3>Credit Types</h3> <p>Enter the value of district credit requested:</p> <p>AP <input type="text" value="0"/></p>																																																																																																			

<p><i>type)</i></p> <ul style="list-style-type: none"> ✓ All Educational workshops/conferences are eligible for Texas SBEC CPE Credit. ✓ If the workshop/ conference took place outside of district contract time (i.e. in the summer, after contract hours), you are eligible to receive Non-Contract Hours. ✓ If the workshop/ conference addressed a particular strand(s), you are eligible for hours within strand. Be sure that you described in detail the workshop so your principal understands that it falls under that strand. <ul style="list-style-type: none"> • Be sure that you request credit for every credit type possible. • Remember ... you can ONLY receive Comp Hours for workshops/ conferences that were taken “outside” of the contact day. • If you think your principal/assistant principal might question “why” you requested credit for a particular credit type, please include comments in the space provided. • Click Next to continue. 	
<ul style="list-style-type: none"> • If you have entered all of the required information, click “Now” to submit your request for credit. • Click Next to continue 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>New Portfolio Entry Wizard</p> <p>Submit Request for Credit</p> <p>Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.</p> <p><input checked="" type="radio"/> Now</p> <p><input type="radio"/> At a later time, after I modify the entry</p> </div>

<ul style="list-style-type: none"> Click the Finish button to create your portfolio entry. 	
<ul style="list-style-type: none"> Once you receive the message to the right, you know that you have submitted a workshop/conference for district approval. You MUST submit a copy of your workshop/conference certificate or other form of documentation proving that you attended the conference to your principal/assistant principal. A green [Pending Approval] notation will appear next to the outside workshop/ conference until it is approved/disapproved. 	