



Requesting & Registering for Professional Development Opportunities

The Teaching & Learning Team is prepared to support all certified staff members in processing professional learning requests and supporting the registration process for approved professional development.

Here are the ***steps that you should follow in order to request and register for professional development opportunities***:

1. Consult with your building principal (or applicable supervisor) on the request to participate in a professional learning opportunity. Principal (or supervisor) approval must be given before any further steps are taken.
2. Submit your formal request for professional development in the Frontline Professional Development Management System. This will be routed to Bill Bradford, Assistant Superintendent for Teaching & Learning, for review. This step ensures that approval has been granted at the school level first, followed by the district level.
3. Once approved from the Frontline Professional Development Management System, registration may be completed. You may contact Sally Race, Administrative Assistant for Teaching & Learning, for the registration to be completed on your behalf. Registration may be completed on your own, too, but please forward registration documentation (e.g. confirmation email, etc.) to Sally Race. *(NOTE: The registration process should be preceded by the submission of a requisition for a purchase order; therefore, it would be important to engage with Sally Race in a timely manner prior to needing to be registered for a professional development activity - especially if a PO # is required for registration.)*
4. Enter your absence in AESOP with the appropriate designation for an absence reason (e.g. "Professional Development"). *(NOTE: For any professional development activity or regional/state meeting that will require an employee to be out of the district for one (1) entire day, or more, the "absence" must be recorded in AESOP accordingly - regardless of a need for a Substitute Teacher or any other consideration.)*
5. At the conclusion of the professional development activity, upload a copy of your certificate of completion to the Frontline Professional Development Management System.