


District CEU Transcript Retrieval Instructions via PowerSchool Teacher

Please follow the instructions below to review and/or retrieve a copy of your District CEU Transcript from within the PowerSchool Teacher / Professional Learning system.

- 1) Begin at the **FOR STAFF** page on the Stillwater Schools District website:
<https://staffhub.stillwaterschools.org/staff-resources>
- 2) Click on the **POWERSCHOOL TEACHER** link under Staff Tools.
- 3) **Login** with your staff **Gmail address**.
- 4) Click on the  waffle icon in the top right corner of the 1st PowerSchool page.
- 5) Select **Professional Learning** from the drop down menu that appears.
- 6) **Login** with your staff **Gmail address**.
- 7) Select **Transcript** on the top menu bar.
- 8) Scroll down the page to review the list of your current CEUs in the system.
You will find a chart at the bottom of this page noting the total hours collected and which of the PELSB/MDE required clock hours have been met so far.
- 9) To refine your search to a particular time frame, enter in the preferred dates - possibly from your last license renewal date - or, any other desired time frame.
- 10) Click the **PRINT** button to download, print, or save your current transcript as a PDF.

*Note - this transcript will **not** include clock hours you have received outside of the district. Please continue to save and safely store any external clock hour documents.¹

¹ Updated 2-1-2023