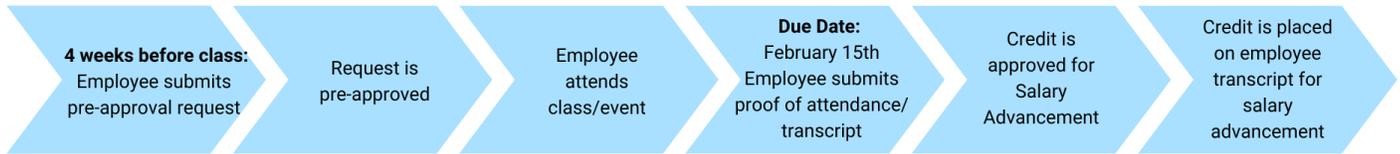


PowerSchool Professional Learning:

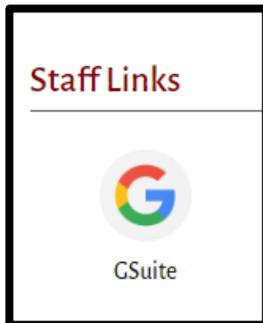
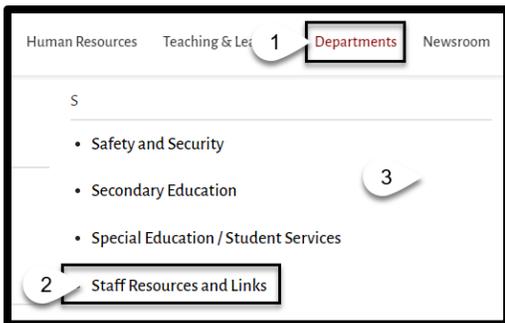
How to apply for preapproval and upload transcripts for salary advancement

This process outlines how to earn salary advancement at CUSD. There are two parts to this process: Preapproval and uploading transcripts.



PowerSchool Professional Learning Login

Navigate to: cusd80.com > Departments > Staff Resources and Links > GSuite

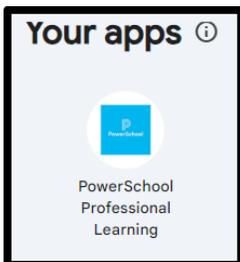


Login Gsuite

lastname.firstname@gse.cusd80.com

Computer password

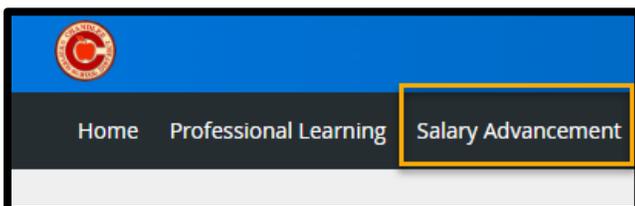
PowerSchool Professional Learning



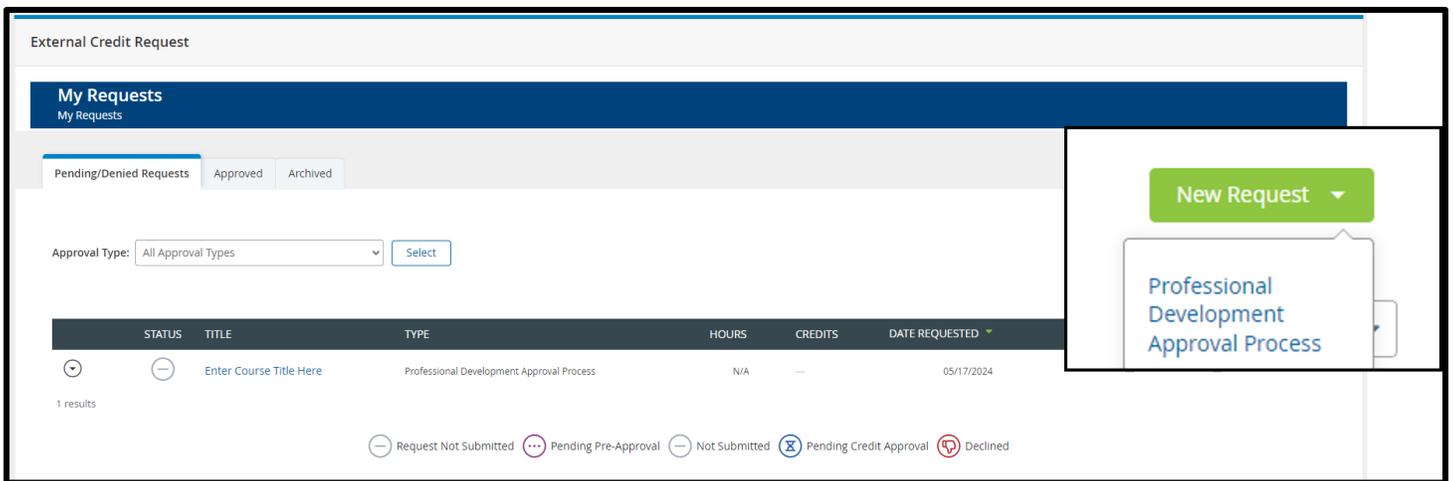
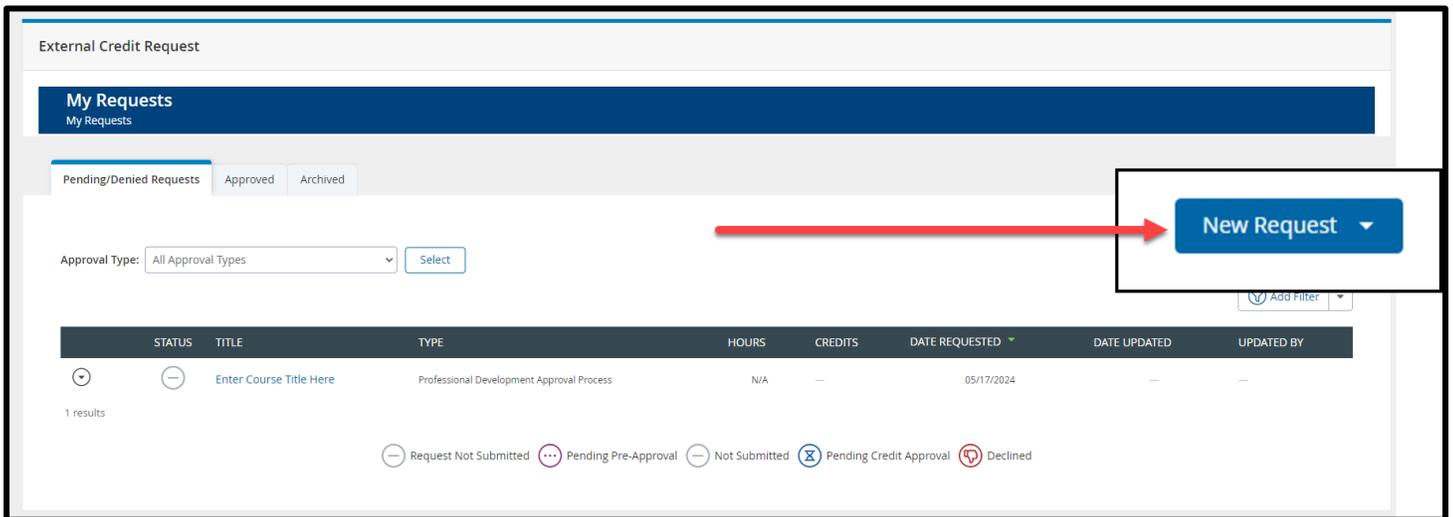
Part 1: Salary Advancement Pre-approval

Pre-approval for Salary Advancement **MUST** be submitted 4 weeks prior to course start date.

On the menu tab, click Salary Advancement

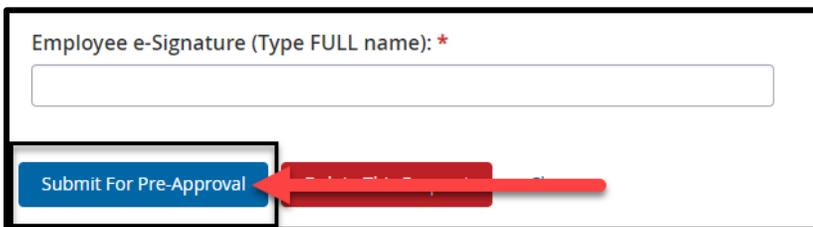


Scroll down to My Requests, click New Request > Professional Development Approval Process



Pre-Approval for Coursework to be used for Salary Advancement Form

Read and fill out the Pre-Approval Credit Request in its entirety. At the end of the form, Submit for Pre-Approval. The Human Resources Director will review the Salary Advancement Request and will approve, deny, or ask for more information.



Add an extra comments here and click **Submit**.

Submit For Pre-Approval

Submit Professional Development Approval Process for Pre-Approval

Note:

body p Paragraphs: 0, Words: 0

Submit Cancel

Submission information will be in blue. Click **Close** at the bottom of the screen

Pre-Approval

Created by All Staff on [date]

Submitted for Pre-Approval on [date] by [name]

Credit request for:

Employee ID#: *

Current Position *

Review Pending/Denied Request

When a course is pending, there will be a pending status. After coursework is approved, the request will show Not Submitted because transcripts have not been uploaded.

Pending/Denied Requests Approved Archived

Approval Type: All Approval Types Select

New Request

Add Filter

STATUS	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
	Online Course Design Fundamentals Overview	Professional Development Approval Process	N/A	—	05/30/2024	06/07/2024	

1 results

Request Not Submitted Pending Pre-Approval Not Submitted Pending Credit Approval Declined

Preapproval Denied

If preapproval is denied, view the request comments, fix and resubmit.

The screenshot shows a web interface with tabs for 'Pending/Denied Requests', 'Approved', and 'Archived'. A dropdown menu for 'Approval Type' is set to 'All Approval Types'. A table lists requests with columns: STATUS, TITLE, TYPE, HOURS, CREDITS, DATE REQUESTED, DATE UPDATED, and UPDATED BY. The first row shows a 'Declined' status for 'Online Course Design Fundamentals Overview'. A legend at the bottom identifies status icons: Request Not Submitted, Pending Pre-Approval, Not Submitted, Pending Credit Approval, and Declined.

STATUS	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
Declined	Online Course Design Fundamentals Overview	Professional Development Approval Process	N/A	—	05/30/2024	06/07/2024	DRUCK, ABBY MARIE

Review history for course denial explanation. Fix and scroll down to click [Resubmit for approval](#).

The screenshot shows the 'Pre-Approval' details page. It includes a 'History' section with the following entries:

- Denied on 06/07/2024: Was it out of CUSD contract hours?
- Submitted for Pre-Approval on by

Part 2: Upload Transcripts

Upload transcripts by February 15th in the current school year for the next school year salary advancement. If transcripts are uploaded after February 15th, salary advancement will not be in the next school year but the year after.

Once the record shows a , then then it is time to upload transcripts.

Credit Preapproval must be approved before uploading transcripts. Click View to upload Transcripts.

This screenshot is similar to the first one, but with a red arrow pointing to the 'View' button in the first row of the table. The legend at the bottom is also visible.

STATUS	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
Declined	Online Course Design Fundamentals Overview	Professional Development Approval Process	N/A	—	05/30/2024	06/07/2024	

Scroll down past the green portion of the form to finish filling out the form. Write in Number of Class Hours, Credits, Attach Official Transcript and add any comments. [Submit for Credit Approval](#).

Pre-Credit Approval

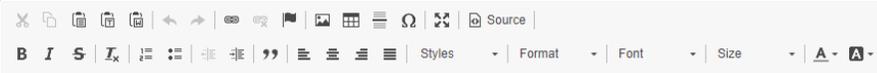
Number of Classroom Hours (Seat Hours): *

Number of Credits Requested (Total Seat Hours divided by 15): *

Official Transcript Upload Here (DO NOT EMAIL TO HR): *

 Attach File 

Comments



Paragraphs: 0, Words: 0

[Submit For Credit Approval](#) [Delete This Request](#) [Close](#)

After transcripts are approved, the course will move to the Approved Tab. Salary advancement will be in the new contract for the new school year.

Pending/Denied Requests **Approved** Archived

[New Request](#)

Approval Type: [Select](#)

[Add Filter](#)

TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED	UPDATED BY
 Diversity, Equity, and Inclusion in your Online Course. The time is now.	Professional Development Approval Process	6.0	Salary Advancement Credit - 0.4 Credits Bankable CEU's (Hours) - 6.0 Clock Hours Bankable	06/06/2024	06/06/2024	JETT, KATHLEEN MARIE

1 results