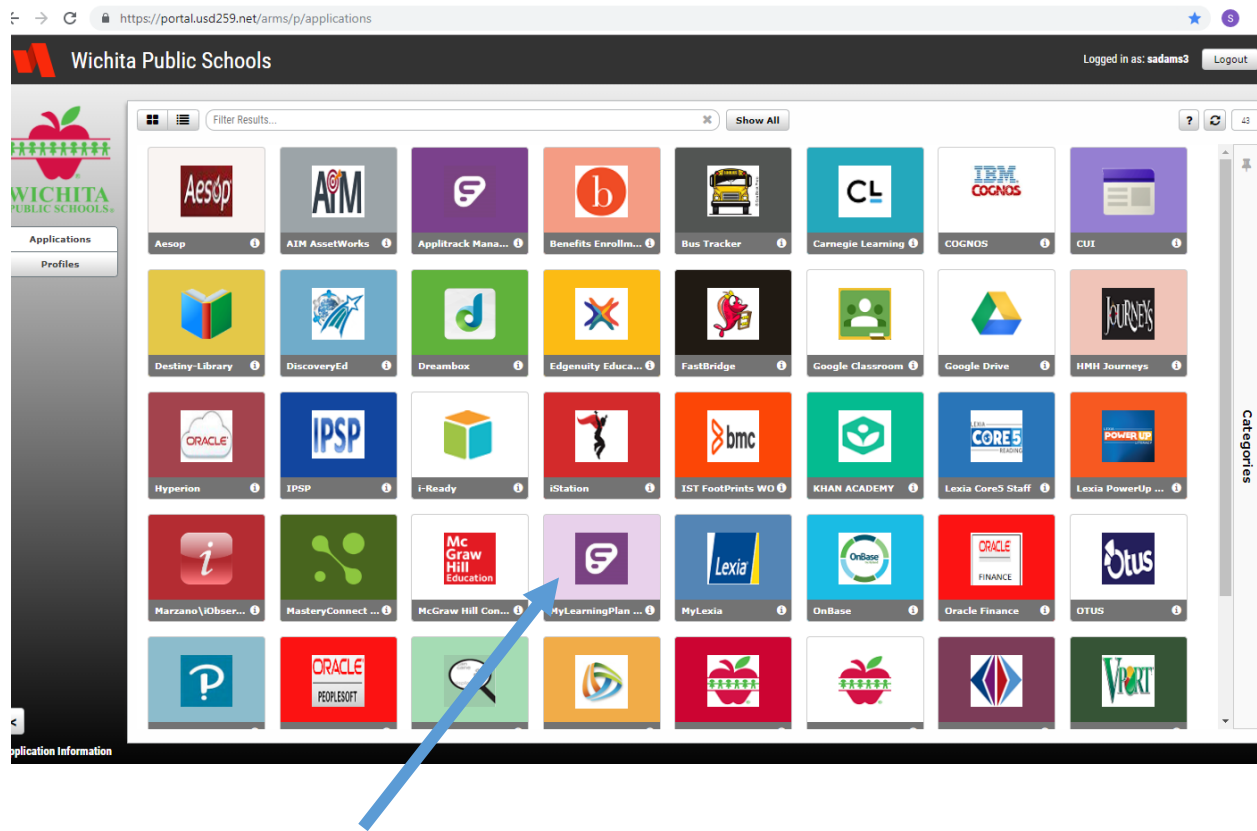


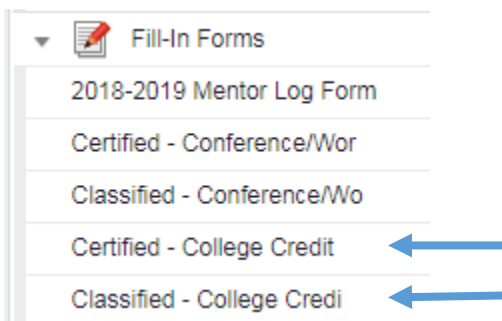
HOW TO ADD COLLEGE CREDIT TO MyLearningPlan (MLP)

Log onto the WPS district portal at <https://portal.usd259.net>.



Click on the MyLearningPlan icon.

Then, choose either 'Certified - College Credit Request' or 'Classified - College Request' based on your status. Both are listed on the menu pane on the left side of the screen.



Using the information from your OFFICIAL college transcript, fill in all boxes outlined in **RED** for each course. Click Submit after completion of each request. Multiple requests may need to be completed for multiple courses.

Course Information

Course Name

Course Number

Staff Type

Course Description

Initiative ☐ DISTRICT INITIATIVE
☐ BUILDING INITIATIVE
☐ PERSONAL GOAL

Desired Outcome

Instructor

Dates

StartDate (mm/dd/yy)

End Date (mm/dd/yy)

Provider

Name of University/College

Providing Credit

If not on list, enter here

College Credits

Enter the number of College Credits you are seeking for this activity

Credits

Goal(s) and Objective(s)

Select At Least One

Goal : Kansas Curriculum Content Standards

- ☐ Across the Curriculum
- ☐ Art
- ☐ AVID
- ☐ Business
- ☐ Computer Studies
- ☐ Early Childhood
- ☐ English/Language Arts
- ☐ ESOL
- ☐ Family & consumer Sciences
- ☐ Foreign Languages
- ☐ Health
- ☐ Library Media
- ☐ Math
- ☐ MTSS
- ☐ Music
- ☐ Physical Education
- ☐ Reading
- ☐ Science
- ☐ Social Studies
- ☐ Special Education
- ☐ STEM
- ☐ Technology
- ☐ Writing

Purpose(s)

Select a Purpose(s)

- ☐ District Requirement
- ☐ Relicensure - (within the last 5 years)
- ☐ Career Ladder - (Classified and Paras only)
- ☐ Stipend/Workshop

Comments

Comments

Finish

Course Name - as it appears on your transcript.

Course Number - as it appears on your transcript.

Staff Type – choose certified or classified from menu

Course Description – give a brief description of the course

Initiative – if unknown, choose ‘Personal Goal’ and type ‘Licensure’ in the Desired Outcome box.

Dates – enter the start and end date of the course.

Name of University – choose ‘NOT ON LIST’ from menu, and type the name in the box below.

Credits – enter the total number of College Credit hours as it appears on your transcript.

Goals and Objectives – if unknown, choose ‘Across the Curriculum’.

Purpose(s) – you may choose more than one, but ALWAYS choose ‘Relicensure – (within the last 5 years)’.

Upon completion, click SUBMIT.