



Professional Development vs. Meetings

As a District, we are working to streamline our processes and gather better data on professional development in the district.

Professional Development: *These are trainings that are typically conducted by someone outside of the district and will have costs associated with them.*

- **ALL** professional development **MUST** have a Professional Development Request Form completed in Frontline **BEFORE** you attend the training by the employee attending.
- Once the Professional Development Request Form is approved by your administrator and Director of Curriculum, Instruction and Assessment it will automatically flow into the Absence Management system.

Some examples of PD: Therapy Dog Training, PLC Institute, Math Conference, Challenging Behavior Team, Media Academy

Meetings: *Meetings will be classified as on-going gatherings where updates are given and typically occur solely with in-district personnel, NO PD Request form is needed. These meetings typically occur in-district or the AEA.*

- **ALL** meetings must be entered into AESOP as a meeting **IF** it will last over 2 hours.
 - 2 hours and under - NO Absence Management
 - Over 2 Hours - enter into Absence Management
- Note to Administrator- Time of Meeting **MUST** be included
 - Example: Literacy Meeting, 1:00-3:30pm
- Note to Administrator should state the meeting title only, not "I will be attending the ..."
 - Example: Teacher Interviews, Observation of teacher, etc.

Some examples of meetings: Grade level meetings, Instructional Coach meetings, admin meetings, interview teams, observation of other teachers

Field Trips: *Staff should enter all Field trips with students into Absence Management as a Field Trip (**NO PD FORM IS NEEDED**). Please select if a sub is needed or not.*

Coaching Duties: *Coaches leaving early or being absent for the entire day for events should put this into Absence Management as Coaching Duties (**NO PD FORM IS NEEDED**). Please select if a sub is needed or not.*