

## How To Submit Your Professional Development Request System

The Professional Development Request System (PDRS) is now online and ready for use. No paper requests will be accepted. **Each person must submit their own PD request.**



To register you will be required to **upload** a copy of the event schedule/description. **Find this first.** Google the event and find a page or brochure or agenda that has the details requested. You can upload up to 3 documents. You must have the supporting documentation or the request will not be approved and you'll have to start over.

Annoying things to be aware of: At this time, you cannot enter multiple meetings on the same form or choose a ½ day sub. At this time, you are not able to save or go back or edit your request. The system also times out (15 minutes each page) and will not save your request.

You will need to have the following information to complete the PD request:

- name of the event
- address of the venue
- start and end date
- a description on how this Professional Development will enhance the educational setting (Timesaver: type this in a word document, save, cut and paste as needed)
- a description of how you plan to share what you have learned with others (Timesaver: see above)
- Registration fee
- Travel expenses (estimated cost of rental car or cost of airline tickets)
- Hotel/Parking (estimated room rate)

### **Access through Staff Intranet in three ways:**

1. Top, far right, drop down Navigation bar - choose PDRS
2. Under Additional Resources on the right side - choose PD Request System (PDRS) icon.

Complete the PD request fields **upload** the event information, review, type in your name and **submit.**

The request will be sent to your building administrator for review and approval. It then goes to the district for review and approval. Once the approval process is complete, you will receive an **email notice** that your PD request is either approved or denied.



At that time, you need to **communicate** with your building secretary to make the necessary travel arrangements. The submit button is not magic. Enter your leave into AESOP.

If you do not receive an email notice, double check your request. If it is sitting in your unfinished request folder, it did not process. You will be able to review all your requests at any time through the PDRS.