<u>Professional Development vs. Meetings</u>

As a District we are working hard to streamline our processes and gather better data of when and where our staff are when they are out of the building. All pre-scheduled inservice days or early release times do not need to be entered in AESOP and a form does not need to be filled out.

Professional Development -
These are trainings where new information is being given and there are takeaways that can be implemented into your position. Typically conducted by someone outside of the district
- **ALL** professional development **MUST** have a Professional Development Request Form (located on the Intranet) filled out **BEFORE** you attend the training by the employee attending.
  - This is true even if it is in District, no cost is associated or you don't need a sub
- Once the Professional Development Request Form is approved by your administrator **THEN** you must enter the Professional Leave into AESOP with a note to the administrator
- Note to Administrator should state PD Name only, not "I will be attending the …"
  - Example: Therapy Dog Training, PLC Training in Chicago

Some examples of PD:
Therapy Dog Training, PLC Institute, Math Conference, Challenging Behavior Team, Observation of other teachers, 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.
- **ALL** meetings must be entered into AESOP as an In-District/AEA mtng **IF** it will last over 2 hours.
  - 2 hours and under - NO AESOP
  - Over 2 Hours - enter into AESOP
- Note to Administrator and Time of Meeting **MUST** be included
  - Example: Literacy Meeting, 1:00-3:30pm

Some example of meetings:
Grade level meetings, Instructional Coach meetings, Admin meetings, interview teams

* Field trips with students or coaches leaving early for sporting events should put that into AESOP as a Professional Day w/Student (NO PD FORM IS NEEDED) but MUST be entered into AESOP.

*All leaves already entered into AESOP will be corrected by HR