Overview of the PD Info and Approval Form:

The following "Professional Development Information and Approval form" has been developed to establish an approval system for **any PD activity or conference requiring a substitute**. The form will be used by all local districts and school sites requesting the use of substitutes for professional development activities, including conferences. Please use the following URLs for each Local District:
Local District East: http://bit.ly/ldeastpdapprove Local District Northeast: http://bit.ly/ldnortheastpdapprove Local District Northwest: http://bit.ly/ldnorthwestpdapprove Local District South: http://bit.ly/ldsouthpdapprove Local District West: http://bit.ly/ldwestpdapprove Local District Central: http://bit.ly/ldcentralpdapprove

In order to obtain critical information on professional development and to maximize the limited number of substitutes provided to each LD; please use the following form to enter proposed professional development dates and to request the use of substitutes. Complete one form per professional development date and event. Any P.D. requiring the use of subs will require an approval from the LD superintendent. The approval will be based on the information supplied. P.D. Information must be submitted at least 2 weeks ahead of time, but ideally 30 days prior to the professional development date. This form must be completed for each P.D. activity and conference attendance event that require the use of a substitute.

* Required

Date of your professional development

mm/dd/yyyy

Step 1: Type in the date of the PD.
- This form will be filled out for each PD event or conference requiring a substitute
- This form is also required if your teachers will be participating in a voluntary PD provided by the Central office or Local District.

Does this P.D. require multiple days of attendance? *
If yes, include the dates for the other professional development days in the "brief description" section of this form. (You will still be required to submit a new form for each day.)

▼

Are teachers required to attend this professional development or is it voluntary? *

▼

Grade Level or Department *
Check all that apply.

☐ Kindergarten

☐ 1st Grade

Step 2: State whether the PD require multiple days of attendance

Step 3: Identify if the PD is required or voluntary

Step 4: Identify the grade level and/or department of the audience
- Check all that apply

Step 5: Indicate the total number of teachers participating in the PD

Step 6: Type in the title of your PD

Total number of professional development participants. *
This number may include those not requiring a sub, such as out of classroom personnel

Title of Professional Development *

Professional development provider. *
Please identify who will facilitate the learning.

☐ Contract or outside provider
☐ Central staff
☐ Local District staff
☐ School staff
☐ Other:

If contract or outside provider, list the company name.

Step 7: Identify who will be facilitating the PD

Step 8: If it is a contract or outside provider, list the company name.

If attending a pre-approved conference, indicate the name of the conference.

How many substitutes are needed? *

> **Step 9:** Indicate if the substitute request is part of a pre-approved conference.
>
> **Step 10:** Indicate the number of substitutes

Identify each of the categories that best match the District priorities that are being supported by this P.D. *

Priorities identified in MEM-5788.2

- ☐ A-G
- ☐ Academic Vocabulary
- ☐ Access to Core
- ☐ Analysis of Student Work/Data
- ☐ California Standards ELA/Literacy
- ☐ California Standards Mathematics
- ☐ CCSS Unit/Lesson Planning
- ☐ Common Core Math Practices

> **Step 11:** Identify the District priorities that are being supported by the PD

Based on the "School-Level Process for Prioritizing Professional Development" criteria, how would you rank the priority for this professional development event? *

1 being lowest priority

1   2   3   4   5

Lowest ○ ○ ○ ○ ○ Highest

> **Step 12:** Rank the priority of this PD event between 1 and 5

Verify your Local District *

School Name *
If this form is being completed by the LD, please select VARIOUS at the bottom.

Director's Name *
If this form is being completed by the LD, please select VARIOUS at the bottom.

> **Step 13:** Identify your Local District
>
> **Step 19:** Identify your school name (if applicable) or select VARIOUS if P.D. is being entered by the Local District staff.
>
> **Step 20:** Indicate your Director's name or check VARIOUS if the PD is being offered by the Local District staff.

Principal's and Requesting Party's Email Address *
Please include the principal's e-mail address. If the P.D. is being offered by the LD, include requesting party's email. You may enter multiple emails separated by a semi colon, and the Principal's email must be included.

> **Step 21:** Put in the principal's as well as the requesting party's e- mail address
>
> **SUBMIT:** Ensure that you receive the message that "your response has been recorded."

Local District Superintendent or designee will notify requesting party via email whether P.D. has been approved or denied.

Local District Person Oversight of the PD Info and Approval Form:

The following "Professional Development Information and Approval form" has been developed to establish an approval system for **any PD activity requiring a substitute including conference attendance**. The form will be used by all Local Districts and school sites requesting the use of substitutes for professional development activities. The Superintendent or his/her designee will oversee and monitor the PD substitute requests and have the ability to grant approval. The following spreadsheets will be available to monitor the PD substitute requests and inform the approval process.

Timestamp	Date of your professional development.	Day	Are teachers reequired to attend this professional development or is it voluntary?	Grade Level or Department
1/9/2015 10:43:4	1/11/2015	Tuesday	Required	Kindergar Grade, 2r 3rd Grade Grade, 5t 6th Grade

Data ▾ | Summary ▾ | Accepted_Day ▾

Step 1: First tab "Data" sheet
- The PD information is organized by date
- Review the PD information provided and the number of substitutes requested

Step 2: Review PD information given by moving across the rows on the "Data" sheet
- Consider whether this PD requires multiple days of attendance
- Consider whether this P.D. is required or voluntary
- Consider whether there is a contract involved
- Review the priority rank given to the PD event

North (New) P.D. Information and Approval Form (Response

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fx | This sheet displays only approved subs for all locations. This is a read-only page.

	A	B	C	D	E	F	G	H
1	This sheet displays only approved subs for all locations. This is a read-only page. These values can not be manipulated in this location.							
2	Date	Day	North	East	West	South	ISIC	Total
3	1/15/2015	Thu	1	14	63	22	26	126
4	1/16/2015	Fri		2	6	6	6	20
5	1/17/2015	Sat						0
6	1/18/2015	Sun						0
7	1/19/2015	Mon						0
8	1/20/2015	Tue	86	35	19	27	15	182
9	1/21/2015	Wed		12	48	18	15	93
10	1/22/2015	Thu		66	78	108	138	499

Data ▾ | Summary ▾ | Accepted_Day ▾

Step 3: Check the Summary and Accepted Day tabs
- Review the tab on the number of substitutes approved on the "Summary" tab and the total number of subs approved in the other Local Districts on the third "Accepted Day" tab

North (New) P.D. Information and Approval Form (Responses)

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	R	S	T	U	V	W
1	Based on the "School-Le"	Verify your ESC	School Name	Director's Name	Principal's Email Address	Approve or Deny
2		1 North	ARLETA SH	GARCIA	lknlekndlken@aol.com	A
3		1 North	ACAD FOR ENRCH SCI	BAGWELL	1	D
4		4 North	ACAD FOR ENR			

Data ▾   Summary ▾   Accepted_Day

Step 4: Make a determination about approval (A) or Denial (D)
- Make sure you are in the first tab called "Data"
- In the "Data" sheet tab Approve or Deny the PD request

	A	B		E		K		P	Q	R	S	T	U	V	W	X	Y	Z
	Open Date	1/1/2015															North Summary	
	Close Date	1/30/2015																
	TOTAL SUBS	185																
	Date	Day	Required or voluntary?	Total number of teachers participating	Substitutes are needed?	Priority	Dept./ESC	School Name	Director's Name	Principal's Email Address	Approved or Denied		Date	Day	Total Subs for Day	Total Approved
	1/11/2015	Tuesday	Required	12	3	4	North	KESTER EL	SCHNEIDER	bob@lausd.net	A		1/11/2015	Tuesday	3	3
	1/14/2015	Wednesday	Required	14	12	5	North	NOBEL MS	CHAU, D	apl@lausd.net	D		1/14/2015	Wednesday	12	

Data ▾   Summary ▾   Accepted_Day ▾

Step 5: Summary tab
- Request a time span to view by entering an "open date" and "close date" in the green cells. This can be one day, a week or a month.
- The total number of sub requests and number of approved subs will appear for the specific time period set
- Note this is **NOT** the tab where you should approve or deny a PD request

	A	B	C		E		K		P	Q	R	S	T	U	V	W	X	Y	Z
	Open Date	1/1/2015																North Summary	
	Close Date	1/30/2015																	
	TOTAL SUBS	185																	
	Date	Day	Required or voluntary?	Total number of teachers participating	Substitutes are needed?	Priority	Dept./ESC	School Name	Director's Name	Principal's Email Address	Approved or Denied		Date	Day	Total Subs for Day	Total Approved
	1/11/2015	Tuesday	Required	12	3	4	North	KESTER EL	SCHNEIDER	bob@lausd.net	A		1/11/2015	Tuesday	3	3
	1/14/2015	Wednesday	Required	14	12	5	North	NOBEL MS	CHAU, D	apl@lausd.net	D		1/14/2015	Wednesday	12	

Data ▾   Summary ▾   Accepted_Day ▾

Step 6: Inform the local district, department or school site if the PD has been approved or denied
- Using the filter feature on the "summary" tab, identify the date or site that you would like to notify
- Copy and paste the specific information into an email
- Use the email given to respond to the request and let them know if they are approved or denied (no later than 9 days prior to the PD date)