

PDC FORM DETAILS

IPDP Form (online)

- Use this form for enrolling into the USD 348 Individual Professional Development Plan (IPDP) – it will outline your professional growth goals and activities for the year
- Reviewed yearly by administrator and employee
- Due Sept. 15th

Form A – Conference/Travel Request (blue District form)

- Use this form for workshops, conferences or classroom visitation - due two weeks prior to event you are attending
- Prior approval is absolutely necessary **before** registering – admin signature is required
- Complete this form anytime you will be out of the classroom
- Complete this form even if professional development is in the summer or on a week-end
- Our district is reimbursed for professional development – this is our way of tracking

Form B – Knowledge Level Validation (online)

- Use this form to receive professional development (PD) points for conferences, workshops, in-services, seminars, PTO/CSO, etc.
- Form is due within 60 days after the activity or class

Form C – Application Level Validation (online)

- Use this form to receive double the knowledge points for an activity applied in the classroom
- Two indicators required for approval
- Documentation of said application approved by administrator and then the PDC

Form D – Impact Level Validation (online)

- Use this form to receive triple the knowledge points for an activity used in the classroom that shows its impact on students
- Two indicators required for approval
- Documentation of said impact approved by administrator and then the PDC

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Form E – Committee In-Service Form (pink form)

- Use this form for committees like Steering Team, PDC, QPA, Site Council, etc.
- Please be sure your signature on this form is legible
- Minutes of each meeting must be attached for points to be awarded

Form F – Building/District In-Service Form (goldenrod form)

- Use this form for all building and district in-service days and any other local meetings where PD points will be requested
- Submit as soon as activity is complete to the PDC representative who will forward to the PDC for final approval.
- This form may also be used for committee meetings - be sure minutes of each meeting are attached for points to be awarded.

Form G – University/College Credit Validation Form (tan form)

- Pre-approval from the PDC is needed **prior to enrollment**
- Upon completion of college course(s) applicant should submit an official college transcript to the Board Clerk.
- The state now requires a professional development transcript **AND** a college transcript when renewing a teacher license.

Intent to Move on the Salary Schedule Form (District form-can download pdf version from website)

- Complete the Intent to Move form if you plan to make a horizontal movement on the salary schedule next year.
- Form is due to Laura Morford by May 1st at 4:00 PM.
- College transcripts due to Laura Morford by Oct. 1st.

College Reimbursement Form (District form-can download pdf version from website)

- Complete this form to receive reimbursement for college tuition during this fiscal year (July 1-June 30)
- Form is due to Laura Morford by June 15th 3:00 PM.
- Receipt, grade card, transcript and approved Form G required for payment

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All professional development paper forms should be submitted to your school PDC (Professional Development Committee) representative who will forward to the PDC for approval. The PDC meets monthly during the school year with the exception of months during Kansas Assessment testing. Your local PDC representative will have a list of meeting dates for this school year.