



MY LEARNING PLAN

INFORMATIONAL GUIDE 2019-20



HOW TO GET STARTED:

Login - Enter your district email address, password and click



My Learning Plan Page

- < “My Requests” and “My Evaluations” - this will tell you where items are in the process.
- < “My Portfolio” - Review completed activities, those in progress and denied requests.

View the District Catalog FIRST, before submitting a new request

*** IMPORTANT ***



- ⇒ **YOU MUST SIGN UP 10 DAYS PRIOR TO THE EVENT FOR APPROVAL**
- ⇒ Requesting an event in MLP **does not register** you for the event with an outside provider.
- ⇒ You must register yourself with the provider for the workshop/conference.

Submitting a New Professional Development Request:

Complete for events **NOT** in the District Catalog. Complete **ALL** fields denoted in **RED**

Stipend not > 6 hrs/day. - **URL Description - mandatory; denied without**

FEQUENTLY ASKED QUESTIONS:

Q1: Do I need to do anything if my event is marked "Complete" but shows the clipboard next to it?

NO. Once the event/activity is marked "Complete" there is nothing more you need to do.

Q2: How do I check my Stipend hours?

By clicking on the “STIPEND TRACKER” tab, you can see all of your hours.

Q3: I see hours listed as "unallocated", what does that mean?

These hours will be allocated after August 30th. So you can count them towards your total of 30 hrs for the 2018-19 school year.

Q4: What happens with the hours listed as "Pending (year)"?

These hours will be added toward your total of 30 hrs for the 2018-19 school year. IF you do not have enough hours to add up to 30, the Pending hours from 2016-17 and earlier, will be Expired.

Q5: How do I get my certificates to you over the summer?

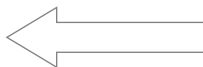
You may email them to me.

Hours

Professional Development Hours: used for everything you sign up for and **should always be checked. PD hours during the the work/school day are NOT Stipend eligible.*

Purpose(s)	
Select a Purpose(s)	<input type="checkbox"/> SED Hours (175/75)
	<input checked="" type="checkbox"/> PDP Hours
	<input type="checkbox"/> Stipend Hours

PDP always checked.



More than 1 box may be checked when applicable.

Stipend Hours: Only granted if pre-approved in MLP by your building Principal and Administration and are equivalent to **NEW LEARNING**, pertaining to your teaching assignment. To receive grad credit stipend, you need to complete 30 hours of approved professional development outside the school day in 3 years.

Complete the In-service Evaluation in MLP, (the clipboard with the green check mark icon indicates the need to complete).

In District events: use the sign– in sheet for verification **and** enter, prior to event,

Do not click the “Mark Complete” function for your event in My Learning Plan.

Administrators **ONLY** manage that function.

If you have any questions or concerns about using
My Learning Plan
please see your building administrator or reference
the How to Use My Learning Plan PowerPoint
online.

**North Tonawanda City
School District**