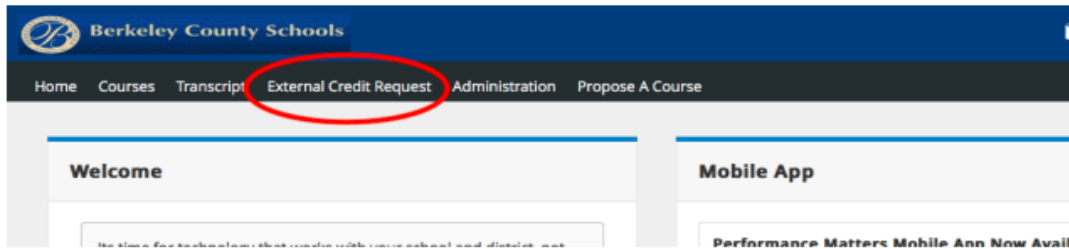


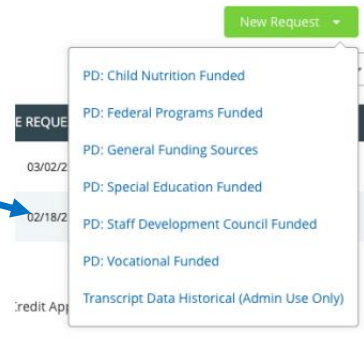
# HOW TO APPLY TO THE PROFESSIONAL STAFF DEVELOPMENT COUNCIL TO ATTEND A CONFERENCE

Log onto PowerSchool (from BCS website) and submit an External Credit Request.



On the right-hand side, click on the drop-down menu for New Request.

Choose PD: Staff Development Council Funded.



Input the information about the conference in the indicated fields. Note the following:

- Anything with a \* must be completed.
- For this section of the application, please see text box below. This information must be completed even though there is no \* next to the questions.

Is an absence needed for this request? \*

Yes ▾

Absence Start Date and Time

View Instructions

mm/dd/yyyy --:-- --

Absence End Date and Time

View Instructions

mm/dd/yyyy --:-- --

Substitute Start Date and Time (If Applicable)

View Instructions

mm/dd/yyyy --:-- --

Substitute End Date and Time (If Applicable)

View Instructions

mm/dd/yyyy --:-- --

### ***Is an absence needed for this request?***

If you are out of your building during the workday, regardless of if you need a substitute or not, you must choose yes.

### ***Absence Start Date and Time***

### ***Absence End Date and Time***

Enter the start and end date and time of your absence even if a substitute is not required. Accurate dates and times are needed to align with the absence management system.

### ***Substitute Start Date and Time.***

### ***Substitute End Date and Time.***

This must be completed if you need a substitute. They must also be accurate since Power School works with the TSSI substitute system.

- For Substitute Funding Source, choose County.
- When asked about estimated expenses, a reminder that the maximum reimbursement is \$800.00 for state convention and \$1,000.00 for national convention. You will only be reimbursed for the amount you request on this form. It is recommended that you “estimate high” to ensure that you are reimbursed for your expenses.
- For Travel Funding Sources, choose Staff Development Council.
- You must select One District Objective
- Instructions for Credit Hours. View the instructions to acknowledge that you understand the directions. You **MUST** go back into the system once approved to complete your credit hours. For each day that you attend a full day conference, you can submit for six hours of credit. A half day conference would only total three hours. If you are not requesting any professional development hours, this step still must be completed for your request to be fully approved. You may simply enter a zero in the box. This information will be found at the very bottom of the request page.
- When done, click on Submit for Pre-Approval at the bottom  
If you missed a field, you will receive an error message indicating what information is missing.

## What happens after submission?

If the form was completed correctly, you will first receive a Pre-Approval 1 from Amber Boeckmann.

Pre-Approver 1

Approved by **BOECKMANN, AMBER Admin** on 11/17/2021



This does NOT mean that your request has been approved by the Staff Development Council. This just acknowledges that your request has been successfully submitted to the Staff Development Council.

The Staff Development Council meets monthly to approve conference requests. The dates for 2022 – 2023 are: 9/26, 10/24, 11/28, 12/12, 1/23, 2/20, 3/20, 4/24, 5/22. You must submit your requests prior to your conference the Friday before the council meets. After the council meets, you will receive approval from Anne Laskey with directions on next steps and reimbursement.

Pre-Approver 2

Approved by **LASKEY, ANNE M. Coordinator - Professional** on 12/06/2021



To receive final approval, you **MUST** go back into the system and complete your credit hours (see directions above). **YOU WILL NOT RECEIVE YOUR REIMBURSEMENT UNTIL YOUR CREDIT HOURS ARE UPDATED IN POWER SCHOOL.** Currently, Power School is not communicating with the TSSI system. If you need a substitute for your absence, you **MUST** go into the TSSI system and put in for your substitute. Your reason code is #15 School Business.