



Waunakee Community School District

Committed to Children . Committed to Community . Committed to Excellence

TO: All Teaching Staff
FROM: Randy Guttenberg, Rebecca McDonough
RE: Professional Development Points Form

As you pursue professional development activities please remember to thoroughly complete the Professional Staff Development Points Request form and follow the established and approved procedures. This will insure you receive staff development points to support your professional growth and advancement on the salary scale. Please refer to the current Teacher Employment Guidelines regarding point acquisition pp. 54-61 (Part X). Complete the form thoroughly and according to directions in a timely manner. If you have any questions, please ask Rebecca McDonough, assistant to the Superintendent (8681). *If you have any questions at all, please do not hesitate to ask. It is better to head off problems in advance instead of trying to fix them after the fact. We are all happy to help you.*

Point Acquisition

Please keep in mind:

- 1. Workshops listed in Eduphoria are automatically preapproved. You first must register through eduphoria, attend the workshop, then the instructor will distribute the points form during the workshop for you to complete (first box only) and submit to Rebecca McDonough at Bethel Circle within two weeks after the activity.**
- 2. Workshops outside the Waunakee Community School District require preapproval. Complete the points form (second box only), attach a flyer or other documentation of the workshop, and submit to your building principal or director, who will forward onto Rebecca McDonough for the Superintendent pre approval. You will then get your Points Request Form back showing pre-approval. Once you have attended the workshop, sign the bottom of the second section to verify attendance and return to Rebecca McDonough WITHIN 2 WEEKS after the activity to have your points earned recorded.**
- 3. Follow the same steps as in #2 when applying for pre-approval for graduate credit (third box only). Once the course is complete, you will need to return the form to Rebecca WITH YOUR GRADE REPORT to have your points earned for college credit recorded, you don't need to sign to verify attendance, your grade report will verify attendance.**

Completed and signed forms are evidence that points have been approved. *Please do not separate the forms.* A copy will be returned to you and please keep a file of your returned verification forms for your own records. Forms are to be submitted in a timely manner as they progress from building administrator to district administrator for approval. If you are awaiting return of a completed college credit form, please contact Rebecca McDonough at (8681).

You can track the progress of your staff development forms by accessing your account in Employee Access. If you do not see the College Credit or workshop listed, please contact Rebecca (8681) or resubmit the form. It is strongly suggested you review your Employee Access records to check progress of forms submitted.

If you have any general questions about the information provided related to point accumulation or professional development, whether a professional development activity would be points eligible, or questions regarding total points accumulated please refer to the Teacher Employment Guidelines, or contact Rebecca McDonough (8681).

Thank you for all that you do for our students every day in our schools. It is a blessing and a privilege to work with you and the rest of our dedicated and professional educators.