


Electronic Points Form

Please read through entire instructions before you begin submitting.
These instructions show how to submit for all three types of
Professional Development.

- WCSD now has an electronic version of the Professional Staff Development Points request form.
- Start out by going to the Professional Development Points Information Webpage found under Staff at this link <https://www.waunakee.k12.wi.us/staff/pd-points-information.cfm>
- From this page click on the Electronic Points Form Submission link

Professional Development Points Information

Electronic Points Form Submission



- The first page starts out with an explanation of what is points eligible or not points eligible.
- Use the side slide bar to continue through this page.

**Waunakee Community School District
PROFESSIONAL STAFF DEVELOPMENT POINTS REQUEST**

Activity is eligible for points if:

- Occurs outside of paid contract day
- Taken during Approved Personal Leave Day
- You are volunteering your time to present

Activity is not eligible for points if:

- Occurs during the paid contract day
- Taken on Professional Leave Day
- Paid hourly by time card

(Points may be awarded for the preparation of an initial presentation-2 hours of preparation for each hour of presentation)

- Please fill out your personal information. Use the slide bar to continue through this page.

Your Request ID - **462762-531164**

Name:

Email

Building:

Department / Grade
Level:

- Indicate if you have 0-5 years teaching experience or greater than 5 years teaching experience. If you are unsure, please contact the HR Dept.
- Indicate the organization sponsoring the event.
- Indicate the title of the event.

My experience falls with in (check one):

0-5 years experience

Greater than 5 years experience

Agency or Institution sponsoring the activity:

Title of Activity/Course:

(NOTE: If this is not an Eduphoria Workshop you must attach a copy of the activity/course description.)

- Check which type of PD you are requesting for. Please make sure you are getting pre-approval **BEFORE THE COURSE** for the Non-Credit PD or the College Credit
- Use the drop down field to pick your approver, this will almost always be your building principal.
- When you have entered these fields click on the arrow to continue.
- If you have missed a field it will prompt you to fill it in.
- The next several screens show how to submit each of the 3 different types of PD. Please read completely before submitting

Please select one of the following

PRE-APPROVED DISTRICT SPONSORED EDUPHORIA WORKSHOP

NON-CREDIT PROFESSIONAL STAFF DEVELOPMENT

COLLEGE CREDIT

Select the Approver / Send Notification to (Principal)



Pre-Approved District Sponsored Eduphoria

- If you chose the 1st PD option, Pre-Approved District Sponsored Eduphoria Workshop, this page will come up.
- Complete the required data fields
- Please note if you have 0-5 years teaching experience your points will be 4 points per hour. If you have greater than 5 years teaching experience your points will be 8 points per hour
- Use the slide bar to continue on this page

PRE-APPROVED DISTRICT SPONSORED EDUPHORIA WORKSHOP

(**Requires Eduphoria registration** – no pre-approval is required.)

Principal email id - timschell@waunakee.k12.wi.us

Superintendent email id - pd_points@waunakee.k12.wi.us

Start Date of Activity:

End Date of Activity:

Number of Hours attending

Number of Points Requested*:

- Briefly complete how this event will contribute to your professional growth

Please describe briefly how this activity contributes to your professional growth.



*0-5 years experience : 4 points/hour

*Greater than 5 years experience: 8 points/hour

- For Eduphoria courses you do not need to upload supporting documents

Upload the supporting Documents



Drop files or click here to upload

- Use the slide bar to continue on this page.

OR

Paste the supporting document link below

- Read the statement regarding submitting within 2 weeks of course and check the declaration after reading

Upon completion of activity this form must be returned to Superintendent for final approval with 2 weeks after the activity.

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

- Fill in with the current date

Date

mm/dd/yy

- Click on the arrow to forward to the next page.



- On the next page review the details you have entered.
- Click yes or no if you want to change anything
- Then click the arrow to continue

	WORKSHOP
Activity Contributions	testing 071819
Principal	Tim Schell
Superintendent	
Course Number	
Start Date of Activity:	2019-07-16
End Date of Activity:	2019-07-16
Number of Hours attending:	2
Number of Credits:	
Number of Points Requested*:	16
Document Uploaded URL	No Supporting Documents uploaded

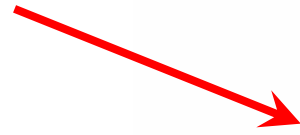
Do you wish to change anything?

Yes

No



- You will receive a message that you have completed this survey (form)
- You will also receive an email, that you submitted and another email when the Superintendent has recorded the points in Employee Access.



We thank you for your time spent taking this survey.
Your response has been recorded.

Non-Credit Professional Staff Development

- If you chose the 2nd PD option, Non-Credit PD, this page will come up.
- Complete the required data fields
- Please note if you have 0-5 years teaching experience your points will be 4 points per hour. If you have greater than 5 years teaching experience your points will be 8 points per hour
- Use the slide bar to continue on this page

NON-CREDIT PROFESSIONAL STAFF DEVELOPMENT

(**Requires Pre-Approval** – Forward to Administrator & Superintendent for approval prior to start of activity.)

Principal email id - timschell@waunakee.k12.wi.us

Superintendent email id - pd_points@waunakee.k12.wi.us

Start Date of
Activity:

End Date of
Activity:

Number of Hours
attending

Number of Points
Requested*:

- Briefly complete how this event will contribute to your professional growth

Please describe briefly how this activity contributes to your professional growth.



*0-5 years experience : 4 points/hour

*Greater than 5 years experience: 8 points/hour

- Please either attach a scanned document or a link to the event showing the name, date, and start and end times of event.

Upload the supporting Documents



Drop files or click here to upload

- Use the slide bar to continue on this page.

OR

Paste the supporting document link below

- Read the statement regarding submitting within 2 weeks of course and check the declaration after reading

Upon completion of activity this form must be returned to Superintendent for final approval with 2 weeks after the activity.

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

- Fill in with the current date

Date

mm/dd/yy

- Click on the arrow to forward to the next page.



- On the next page review the details you have entered.

- Click yes or no if you want to change anything

- Then click the arrow to continue

	DEVELOPMENT
Activity Contributions	Testing
Principal	Tim Schell
Superintendent	
Course Number	
Start Date of Activity:	2019-07-16
End Date of Activity:	2019-07-16
Number of Hours attending:	2
Number of Credits:	
Number of Points Requested*:	16
Document Uploaded URL	View Supporting Document.

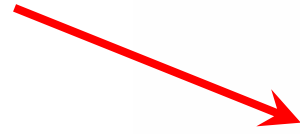
Do you wish to change anything?

Yes

No



- You will receive a message that you have completed this survey (form)



We thank you for your time spent taking this survey.
Your response has been recorded.

- You will also receive several emails once you have submitted this form, when the Principal has pre-approved, when the Superintendent has Pre-approved, and a reminder to submit verification of attendance after the date of the event.

College Credit

- If you chose the 3rd PD option, College Credit, this page will come up.
- Complete the required data fields
- Please note if you have 0-5 years teaching experience your points will be 60 points per credit. If you have greater than 5 years teaching experience your points will be 120 points per credit
- Use the slide bar to continue on this page

COLLEGE CREDIT

(**Requires Pre-Approval** – Forward to Administrator & Superintendent for approval prior to start of class.)

Principal email id - timschell@waunakee.k12.wi.us

Superintendent email id - pd_points@waunakee.k12.wi.us

Course Number

Start Date of Activity:

End Date of Activity:

Number of Credits

Number of Points Requested*:

- Briefly complete how this event will contribute to your professional growth

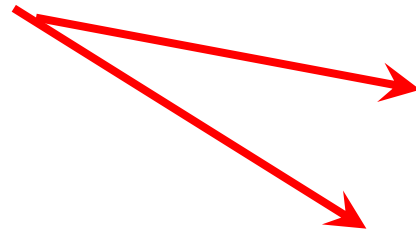


Please describe briefly how this activity contributes to your professional growth.

*0-5 years experience : 4 points/hour

*Greater than 5 years experience: 8 points/hour

- Please either attach a scanned document or a link to the course showing the institution name, course name and number, credits awarded



Upload the supporting Documents

Drop files or click here to upload

OR

Paste the supporting document link below

- Use the slide bar to continue on this page.

- Read the statement regarding submitting within 2 weeks of course and check the declaration after reading

Upon completion of activity this form must be returned to Superintendent for final approval with 2 weeks after the activity.

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

- Fill in with the current date

Date

mm/dd/yy

- Click on the arrow to forward to the next page.



- On the next page review the details you have entered.

Activity Type	COLLEGE CREDIT
Activity Contributions	Points test
Principal	Tim Schell
Superintendent	
Course Number	EDU 708
Start Date of Activity:	2019-07-17
End Date of Activity:	2019-07-17
Number of Hours attending:	
Number of Credits:	3
Number of Points Requested*:	360
Document Uploaded URL	View Supporting Document.

- Click yes or no if you want to change anything

Do you wish to change anything?

Yes

No

- Then click the arrow to continue



- You will receive a message that you have completed this survey (form)



We thank you for your time spent taking this survey.
Your response has been recorded.

- You will also receive several emails once you have submitted this form, when the Principal has pre-approved, when the Superintendent has Pre-approved, and a reminder to submit verification of attendance after the date of the event.

Thank you.

- Thank you for taking the time to read through these instructions. You should be able to submit a points form at this time.
- If you have any difficulties or questions, please feel free to email Rebecca McDonough in the District Administrator's office.
rebeccamcdonough@waunakee.k12.wi.us