

Washingtonville Central School District [www.myllearningplan.com](http://www.myllearningplan.com) Procedures Chart

**Conference Request**

Submit request on MLP.



Print out a copy of the request and bring it to the department or building secretary, or whoever is responsible for submitting your paperwork to the Business Office. (Special Education teachers must check with Special Services.)



Check with building secretary to be sure a substitute has been notified, if appropriate.



Attend the conference. Obtain certificate of attendance.



Submit certificate of attendance to final approver for PD credit. (In most cases, this is Dr. Seaman.)



Submit all receipts to the department or building secretary for reimbursement.



Go into MLP and mark the conference "complete".

**In-Service Course or other PD Event Request**

(For anything listed in the Activity Catalogs on our MLP site)

Submit registration on MLP using one of the Activity Catalogs listed on our site. Course approval form will be automatically submitted when you register through one of these catalogs.



Check with building secretary to be sure a substitute has been notified, if appropriate.



Attend approved in-service.



Complete the online evaluation in MLP, if applicable.



Mark "complete" in MLP when course is completed. Instructor will confirm your attendance and it will be sent to the final approver.



Submit *Application for Salary Adjustment* Form with MLP transcript to receive salary adjustment when applicable.

**In-Service Course or other PD Event Request**

(For anything NOT listed in the Activity Catalogs on our MLP site)

Fill out and submit course approval form on MLP. This is found in the "Fill in Forms" section.



Check with building secretary to be sure a substitute has been notified, if appropriate.



Attend approved in-service. Obtain certificate of attendance.



Submit certificate of attendance to final approver. (In most cases, this is Dr. Seaman.)



Mark "complete" in MLP when course is completed.



Submit *Application for Salary Adjustment* Form with MLP transcript to receive salary adjustment when applicable.