

OAK GROVE R-VI

Steps in Requesting/Receiving Approval for Professional Development Learning Opportunity (PDLO)

1. Certified staff member completes Professional Development Learning Opportunity (PDLO) form. Copies will be available in each school's office and available for printing from the District website.
2. PDLO form is submitted to building principal or to a Building Professional Development Committee member.
3. PDLO request is approved at monthly Building Professional Development Committee meeting. PDLO requests that are not approved are returned to the originator.
4. PDLO is presented for approval at monthly District PDC meeting held the first Monday of each month.
5. PDLO is returned to originator.
6. Participant requests entry of Purchase Order(s) needed for participation in the approved PD activity from the building Professional Development funds line item in SISFIN through the building's normal purchasing procedures.

Primary:	001-2214-6343-404-000
Elementary:	001-2214-6343-402-000
MS:	001-2214-6343-300-000
HS:	001-2214-6343-105-000

7. Purchase Order(s) are approved through the Assistant Superintendent's office.
8. Participant requests printed copy of Purchase Order(s) and makes reservations as needed.
9. Following completion of the PDLO Activity, participant(s) completes and returns PDLO Evaluation Form to the Building Principal. Participant(s) keeps a copy of the completed form in his/her Professional Development file and sends a photocopy of the form to the Assistant Superintendent's office. The PDLO Evaluation Form may be printed from the District website.