

Special Announcement from the Arlington Central School District Office of Professional Development

We are pleased to announce the implementation of an online professional development registration tool called My Learning Plan.



**As of March 3, 2008 please begin using My Learning Plan for your one stop professional development needs.
Instructions for accessing this tool are on the following pages.**

We will be phasing out the use of ERO for registering for all in-district in-service courses and will discontinue its use all together as of June 30th.

Beginning March 3rd, please use MyLearningPlan for:

- Registering for in-district courses
- Registering for all BOCES and Teacher Center courses
- Obtaining prior approval for all out of district courses
- Obtaining prior approval for all graduate courses
- Obtaining prior approval to attend all in and out of district conferences
- Proposing to teach a new in-service course

Your requests will be routed electronically through the approval process (first to your Building Principal then to Christine Lowden) and you will receive email notifications along the way to inform you of the appropriate approvals.

MyLearningPlan will replace the following paper forms:

- Prior Approval Form for In-service and Graduate Credit
- Conference Approval Form
- Course Proposal Forms
- National Board Certification Form – intent to participate
- Mentor Certification
- Mentee Certification

Accessing MyLearningPlan

1. Go to www.mylearningplan.com
2. Log in with your email address: jsmith@acsdny.org
3. Initial Password is: *changeme*
4. Verify your user profile under the My Info section
 - a. It is important that your user profile is accurate since this is the only way the system will communicate with you
5. Change your password from *changeme* to your email password
 - a. Click on “Change Password” on the lower left portion of the left navigation bar
6. Begin using MyLearningPlan by browsing the Activity Catalogs (in the upper left hand side of the navigation bar) and sign up for a course simply by clicking on “Request Approval”



Meeting Date(s)	#1 Mar 15 2008 9:00AM - 4:00PM	Hours	8.00
Location(s)	Convention Center	Cost	\$ 0.00
Goal(s)	Effective Instructional Planning and Student Academic Achievement: <ul style="list-style-type: none">• Analysis of assessment data to inform instruction	# Enrolled	0/5
Purpose(s)	Inservice Credit		
Building(s)	--All--		
Department(s)	--All--		
Grade(s)	--All--		

7. Use the various Fill-In Forms
 - a. **In-service** – ONLY for activities not listed in the catalogs
 - b. **Conference** – for all conference requests
 - c. **Graduate** – for all graduate courses
 - d. **Mentor Log** – end of year certification that the mentoring experience took place
 - e. **Mentee Log** – end of year certification that the mentee participated in a mentoring experience
 - f. **National Board** – intent to participate in the NBPTS program
 - g. **Course Proposal** – complete this form if you would like to teach an in-service course

Email lbisson@acsdny.org or call the Office of Professional Development with any questions!