

MARLBORO CENTRAL SCHOOL DISTRICT
My Learning Plan
(MLP)
“Directions for Form Completion”

Introduction

All My Learning Plan (MLP) requests must be made two (2) weeks prior to date of conference, workshop, or class. **Please remember that you cannot receive monetary credit once you have reached the maximum of 60 credits beyond BA or MA degree.**

Also please remember the district does not reimburse for meals. We will only reimburse for mileage for conference requests. No reimbursements should be put in for in-service requests or advanced course approvals. **ALWAYS PUT IN HOURS SO THEY WILL SHOW UP FOR PROFESSIONAL DEVELOPMENT.**

Advanced Course Approval Request

Fill this request out to take graduate credits. (We cannot approve undergraduate credits). You cannot take graduate credits during the school day. You need to register and pay for graduate credits yourself. When finished with course make sure you send in an **official** transcript. After we receive it we will forward your grad credits to payroll. Please fill out the completed section in MLP after you have taken the course.

In-Service Request

Fill this request out to take an in-service course. You cannot take in-service courses during the school day. You need to register and pay for in-service courses yourself. **If it is a BOCES course you need to fill out a conference request (do not fill out the budget section of the conference request) through the BOCES catalog on MLP and an in-service request.** (You can only register for BOCES courses on MLP. You need to fill out both forms at the same time so we know it is for in-service and we don't pay for it. In the comment section please state you are also filling out a conference request.) After you have taken the course you need to send a **certificate** from the workshop stating your name and that you have completed the course and how many hours you received. After we receive it we will add those hours to your name in our binder, when you have 30 hours we will forward your 2 grad credits to payroll. Please fill out the completed section on MLP after you have taken the course.

Conference Request

Fill out a conference request and go thru approval process. Don't forget to fill out the mileage section on the first page as that will record your mileage. **REMEMBER: Guidance Counselor and School Psychologist POs are done by PPS Office, Coaches are done by Athletic Department, and Principals are done by their office.** Once approved, you will be registered and a Purchase Order (PO) will be done. Please remember to send us a **completed registration form** so we know where the workshop is and who to send the PO to. If you already registered on-line and paid for workshop please send us that information. If it is a BOCES or MHTC workshop you need to register through their catalog on MLP and you will be automatically registered through MLP once it is approved. Please fill out the evaluation and completed section on MLP with your exact mileage, meals etc. after you have taken the course. Also, send in receipts for meals, transportation or registration with a **blue mileage claim form**. (If conference request is for in-service please state that in the comments section of the conference request).