



# MLP/Frontline Close Out




**Professional Growth**

Formerly MLP PDMS and MLP OASYS

## Professional Development Master Plan Closeout Timeline

<u>Year 1 in Your PD Plan</u>	<u>Year 2 in Your PD Plan</u>	<u>Year 3 in Your PD Plan</u>
<p>1) Nov 1: Plan designed and approved</p> <p>2) April 30-June 1: Reflect on your progress and attach all evidence</p> <p>3) May 1 - Nov. 1: Amend goals if needed (<i>encouraged to do prior to the end of the school year</i>)</p>	<p>1) Nov 1: Plan designed and approved</p> <p>2) April 30-June 1: Reflect on your progress and attach all evidence</p> <p>3) May 1 - Nov. 1: Amend goals if needed (<i>encouraged to do prior to the end of the school year</i>)</p>	<p>1) Nov 1: Plan designed and approved</p> <p>2) April 30-June 1: Closeout year 3 of your PD plan and attach all evidence; complete the summative reflection for</p> <p>3) June 1-15: Once you receive an email from the SAU that you have been recommended, proceed with payment on the Department of Education's website</p> <p>4) May 1-Nov. 1: Submit goals of your new 3-year PD plan</p>



**Step 1** – make sure everything you have signed up for this year has been completed, submitted, and approved. Once all your activities are accounted for you can complete your reflection for the year.

### My Requests

All impending and potential professional development

Upcoming PD (2)   Proposals

PD 3-Year Plan 63428  
10/19/2020 - 04/25/2022

In Progress

Manage



## Step 2 -

Select the blue “Annual Goal Evaluation – Documentation” button to enter your plan:

View/Print Form



Download Calendar File



Annual Goal Evaluation - Documentation of Professi



Mark Complete



Revise/Resubmit Form



Drop



**Step 3** – complete the following questions to reflect on your professional learning for the year:

Annual Goal Evaluation - Documentation of Professional Learning 2020-2021

1. Outline members of Professional Learning Community
2. Written reflection on the experiences and the resulting professional learning toward achieving your annual goal.
3. Describe the contribution of that learning to the fulfillment of your annual individual professional development.
4. Describe your Culminating Experience-Presentation (Professional Staff). You may attach supporting documentation at the Mark Complete step.
5. Considerations for future professional learning goals.

## **Step 4** – save your reflections to complete your Frontline/MLP goals for the year

- Upload supporting documentation to your [“My File” library](#)
  - Supporting documentation for your goal might include data collected; examples of units, lesson plans, or research completed, other activities logs
- Include the supporting documentation before you submit

Finish

At this step you must attach supporting documents by selecting the files listed above.

Submit

# Re-certification

If you are in the third year of your plan, you also need to upload your Body of Evidence and complete the Summative Reflection for Recertification:

## Body of Evidence

*Please attach any documents that show progress toward your goals at the end of your certification cycle.*

**NOTE:** File **MUST** be uploaded to your File Library first in order to appear as a selection here

## Summative Reflection for Recertification

*What considerations do you have for future professional learning?*