



## Northside Independent School District Independent Professional Learning Option

Submit the following form to your principal in advance.

- For the purpose of Teacher Choice credit the professional learning must be applicable to your current teaching assignment and occur off contract time (before school, after school, weekends, holidays, summer).
- Individuals, teams, grade levels, or departments may submit proposals for study, research or other types of professional learning.
- Deadline for Teacher Choice credit is April 30.

### **STEP 1**

*Complete the form below and submit to your principal for prior approval.*

Participant Name(s):

Current Job Assignment:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Purpose of study, including connection to School Improvement Plan or current job assignment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed description of activities: (Include author/title of any books, videos, journals or articles you use.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting dates & times: \_\_\_\_\_ Total hours \_\_\_\_\_

Principal's Prior Approval: \_\_\_\_\_

Campus: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2**

*Submit signed form to Natalie Gray, Director of Professional Learning – Northside Activity Center, for approval.*

Professional Learning Director Approval: \_\_\_\_\_

# of Teacher Choice hours approved \_\_\_\_\_ # of CPE hours approved \_\_\_\_\_

Date \_\_\_\_\_

**STEP 3 – After completion of study**

*Summarize your learning for your principal's review. Submit form to principal for final approval.*

**NOTE:** *Each member of the group should complete this section individually and return it to the group leader to submit to the principal.*

How do you expect to integrate/implement/apply what you have learned? Provide three specific examples (in teaching behaviors, products, practices, and in student achievement).

1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Final Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**STEP 4**

Once you receive the Independent Professional Learning Option Form with all the approvals, follow these simple steps to add the credit to your transcript.

1. Log into ERO and click on the Course Catalog tab.

2. Select "Request Out of District Transfer Credit" and fill out the red-starred boxes.
  - For "Course Location," type in "NISD."
  - For "Documentation of Completion," type in "Independent Professional Learning Option form."
3. Click the Submit button.
4. Make a copy of the approved Independent Professional Learning Option form and send it to Carol Pett at Northside Activity Center.
5. Once the approved form is received and processed by Carol Pett, the user will see the credit on their ERO transcript.
6. If you have any questions or concerns regarding entering this credit on your transcript, please call Carol Pett at 397-7922.

If you have any questions regarding the  
Independent Professional Learning Option, contact:  
Natalie Gray, Director – Professional Learning  
Natalie.Gray@nisd.net, 397-7949