![CMCSS logo - The Defining Difference]

PROFESSIONAL LEARNING REQUIRING A SUBSTITUTE
(PRD-P010)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the steps course developers will follow when creating a course/section in PLAN that requires a teacher to request a substitute.

2.0 RESPONSIBILITY:

2.1 Director of Professional Learning

3.0 APPROVAL AUTHORITY:

3.1 Chief Academic Officer

4.0 DEFINITIONS:

4.1 Developer: A person responsible for creating and submitting courses/sections in PLAN.

4.2 Presenter: A person responsible for preparing and delivering a professional learning activity.

4.3 Professional Learning Activities Network (PLAN): The district's Professional Learning Management System which contains an online course catalog and staff training records.

4.4 planhelp@cmcss.net : Email address for PLAN help process.

5.0 PROCEDURE:

5.1 When developing a course/section in PLAN that requires participants to request a substitute, developers and presenters will communicate with immediate supervisor to identify the appropriate absence reason that corresponds to the correct funding source.

5.2 Once funding is secured, create course and/or section in PLAN.

    5.2.1 In the Internal Notes field, indicate that a substitute is required and include the Absence Reason.

    5.2.2 Submit the course and/or section for approval at least 2 weeks before the professional learning activity will take place.

    5.2.3 Email planhelp@cmcss.net for assistance.

5.3 Developers communicate to presenters when the course/section is released in the PLAN catalog.

5.4 Presenters communicate to participants providing the course/section information and appropriate steps for requesting a substitute. (see HUM-P046)

6.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/21/19	IR	Initial Release