

## Professional Development Requirements

Our records indicate that you have a Mission Possible start date that identifies you as a **Year 3 or 4** Mission Possible faculty for the 2009-2010 school year. Please read the information below carefully to determine your Professional Development requirements to keep you in good standing with the Mission Possible program for the 2009-2010 school year.

### Year 3-5

Mission Possible Year 3-5 faculty and principal voted on and selected your schools customized Year 3-5 professional development plan. Your school selected Independent Study.

### Independent Study

#### Directions for Insuring Independent Study Mission Possible credit:

1. Meet with your principal to develop your Individual Growth Plan incorporating your Mission Possible independent study. Your principal must approve your independent study choice and sign your IGP.
2. If you are seeking reimbursement for expenses up to \$400.00 you will need to submit the attached form and a copy of your approved IGP to Wynde Brady on Eugene Street no later than September 30, 2009.
3. **After your event** you will need to submit the correct form(s) for reimbursement. Your schools treasurer will have these forms. Please fill out and submit to Wynde Brady on Eugene Street. Documentation for proof of attendance and receipts must also be included with forms.

Reimbursement Type	Form
Travel, Hotel, Meals, Registration	AS-17
Mileage	AS-20
Miscellaneous (college course)	AS-19

4. Each faculty member must create an Event Request through Professional Development. Course or event must be at least 2.4 CEU's.  
How to create an Event Request:  
[http://professional\\_development.gcsnc.com/event\\_request.html](http://professional_development.gcsnc.com/event_request.html)
5. After credit has been given from Professional Development, send a copy of your professional development transcript with the event highlighted along with your Individual Growth Plan to Wynde Brady at Eugene Street.

### Cumulative Effect Requirements for Year 3-4

**WHO:** 9-12 Math/Algebra Teachers (Cumulative Effect)

#### REQUIRED YEAR 3-4 COURSES:

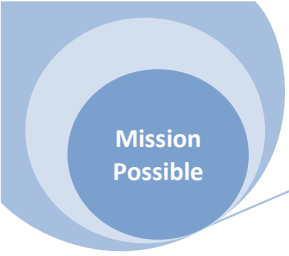
Summer Math Institute (High School Math teachers only)

Cumulative Effect Seminar Series (High School Math teachers only)

#### IMPORTANT NOTES:

You will only receive credit for year 3-4 courses during your THIRD-FOURTH year as a Mission Possible faculty.

Failure to take the above courses by June 30, 2010 will result in all incentives being stopped and you will forfeit any pending recruitment and/or performance incentives.



# Professional Development Requirements

Submit this form to Wynde Brady – Eugene Street before 9/30/2009.

<b>Name of Participant:</b>	
<b>School:</b>	
<b>Independent Study Reimbursement ESTIMATE (Prior to Event)</b>	
Name of Event	
Date of Event	
Meals B-7.50    L-9.75    D-19.00	
Registration	
Hotel	
Air Fare	
Course Cost	
Mileage	
Other	
Other	
<b>Total Estimated Cost</b>	

Principal Signature:		Date:
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<b>Independent Study Check List</b>	
<b>Prior to Event</b>	
Have principal sign IGP with Independent Study choice approved	
(Do this step if seeking reimbursement) Send reimbursement estimate form and principal signed and approved Individual Growth Plan to Wynde Brady – Eugene Street before 9/30/2009	
Create an Event Request	
<b>After Event</b>	
Send reimbursement form(s) with documentation and receipts to Wynde Brady – Eugene Street	
Send documentation to Professional Development to validate CEU credit	
Print and send Professional Development transcript (highlight event) and Individual Growth Plan (if not already sent) to Wynde Brady – Eugene Street	