

MPS Checklist

<input type="checkbox"/> PD Plan (All newly added events will be considered for approval that have activity dates 30 days from when the plan is submitted) <input type="checkbox"/> Date of PD <input type="checkbox"/> Name/Description of PD <input type="checkbox"/> Estimated Cost of PD <i>*Must be consistent w/ approval</i>	<input type="checkbox"/> Preapproval Request Form (Must be submitted 30 days prior to the event occurring) <input type="checkbox"/> Date of PD <input type="checkbox"/> Name/Description of PD <input type="checkbox"/> Estimated Cost of PD <i>*Must be consistent w/ approval</i>	<input type="checkbox"/> Title PD Catalog <input type="checkbox"/> Catalog number <i>*Must be consistent w/ approval</i>
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<p align="center">Title I Virtual/Alternative Instruction</p>	<p align="center">Title I&II Virtual/ Online Workshops, Professional Development</p>	<p align="center">Title II and IV Online Coursework</p>
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<p>Proof of Instructional Delivery :</p> <p>Work Packet documentation:</p> <input type="checkbox"/> Sign in Sheets from parents picking up packets Or <input type="checkbox"/> Copy of the parent/teacher monthly communication log And <input type="checkbox"/> Copy of work packet <p>Vitual Learning documentation:</p> <input type="checkbox"/> Teacher schedule for instruction And <input type="checkbox"/> Copy of the parent/teacher monthly communication log Or <input type="checkbox"/> Copy of usage report for Title student Or <input type="checkbox"/> Screenshot of online instruction <p><i>*Note: Title cannot reimburse a private school or business account.</i> <i>*Note: Title cannot pay the private school teacher's salary</i></p>	<p>Proof of payment (registration):</p> <input type="checkbox"/> Invoice from workshop, training, etc. w/ payment shown <input type="checkbox"/> Copy of front & back of personal credit card (last 4 digits & name match card used on invoice) And <input type="checkbox"/> Copy of personal credit card statement w/deducted amount (last 4 digits & name match card used on invoice) Or <input type="checkbox"/> Copy of personal checking account w/deducted amount And <input type="checkbox"/> Copy of front and back of processed personal check <p><i>*Note: Title cannot reimburse a private school or business account.</i></p>	<p>Proof of payment (course):</p> <input type="checkbox"/> Invoice from university w/ course cost & deduction shown <input type="checkbox"/> Copy of front & back of personal credit card (last 4 digits & name match card used on invoice) And <input type="checkbox"/> Copy of personal credit card statement w/deducted amount (last 4 digits & name match card used on invoice) Or <input type="checkbox"/> Copy of personal checking account w/deducted amount And <input type="checkbox"/> Copy of front and back of processed personal check <p><i>*Note: Title cannot reimburse a private school or business account.</i></p>
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<p>Proof of attendance:</p> <input type="checkbox"/> Teacher Contact/communication Log Or <input type="checkbox"/> Sign in sheet/s w/start time & end time Or <input type="checkbox"/> Student/teacher Usage Report Or <input type="checkbox"/> Screenshots of each online attendee	<p>Proof of attendance:</p> <p>Virtual Conference:</p> <input type="checkbox"/> Certificate of completion <p>Virtual PD:</p> <input type="checkbox"/> Online sign in sheet/s w/start time & end time And <input type="checkbox"/> Screenshots of each online attendee Or <input type="checkbox"/> Copy of PD schedule/agenda And <input type="checkbox"/> Evaluation/surveys	<p>Proof of attendance:</p> <input type="checkbox"/> Grade report from institution/college (B or higher) Or <input type="checkbox"/> Unofficial institution/college transcript
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	<p>Additional items:</p> <p>Stipend invoice detailing each teacher's hours, pay per hour, total pay (outside normal work hours)</p> <p>Note: Administrators cannot receive stipends: that includes principal, AP's, directors, board member, etc</p>	<p><i>*Note: Teachers cannot receive both a stipend and credits for taking a course.</i></p> <p><i>*Note: All required documents must be clear and legible for reimbursement.</i></p>
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