

In-Service Cancellation Past Withdrawal Deadline Procedure (PRD-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for participants to cancel or withdraw from an in-service training session past the 72 hour withdrawal deadline.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Professional Development Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Facilitator: A person responsible for leading or coordinating the work of a group, one who leads a group discussion, or who conducts district training activities.
- 4.2 Professional Learning Activities Network (PLAN): District's Professional Development Management System which contains an on-line course catalogue and certified staff training records.
- 4.3 PLANhelp@cmcss.net: E-mail address for Plan Help Process.

5.0 PROCEDURE:

- 5.1 Submit notice of need to withdraw (constituting an absence or no-show) to PLANhelp@cmcss.net.
- 5.1.1 State your name, course title, number, date and the specific reason for non-attendance.
- 5.1.2 Do not contact the course Facilitator or Professional Development Staff directly.
- 5.1.3 Excuses include, but are not limited to, illness with a doctor's excuse or documented/verifiable family emergency.
- 5.1.4 In-service days are contractual making absence on a par with missing an instructional day at school.
- 5.1.5 In-service days are paid at full salary.
- 5.2 The request will be routed to the appropriate administrator who will respond in a timely manner.
- 5.3 Teachers with an unacceptable absence or no-show will be assessed a \$30.00 fee in the next or closest pay period.

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PERFORMANCE MEASURE(S): None listed at this time.

6.0 INTERACTIONS:

6.1 Finance Department - Payroll

7.0 ASSOCIATED DOCUMENTS:

7.1 CMCSS In-Service Requirements and Completion Policy ([HUM-A050](#))

7.2 CMCSS In-Service Requirements Procedure ([PRD-P001](#))

8.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Record of Fees Assessed	Current year maintained in Teachers' Center Administrative Office; past years maintained in Teachers' Center Storage Room	Ten years	Shredded	Key control/limited distribution of keys to storage room.

9.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/23/09		Initial Release
10/5/11	A	Added Associated Documents HUM-A050 and PRD-P001

10.0 FLOWCHART:

11.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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