

## **Professional Development Substitute Approval Process 2016-17**

Dear LD West Principals:

We all recognize the importance of professional development for all educators in our district. At the same time we know the best first instruction by a child's teacher is essential to maximize the learning environment for our students. With that in mind, LAUSD is striving to minimize the number of days teachers are out of their classroom for professional development.

Once again for the 2016-2017 SY, there will be a limit on the number of substitutes allocated on any given day for professional development, and a moratorium on substitutes used on Fridays. Mondays connected to three (3) day weekends are also unavailable. While we recognize exceptions to these restrictions may arise, schools requiring such consideration are requested to demonstrate priority and obtain approval from LD West in order to obtain approval for restricted days.

Steps to Prioritize Professional Development Activities:

### **Prioritize activities that require the use of substitutes**

- Ensure that the activities meet with your school's focus and goals and are essential to improving student achievement.
- Ensure that PD activities are required by compliance or grant obligations will have first priority.

### **Complete Professional Development Information and Approval Form**

- Request approval for the use of substitutes by filing out the "Professional Development Information and Approval Form" found at the following site: <http://bit.ly/ldwestpdapprove>

Please review the FAQ and User Guide on this site for your support.

Warm Regards,

Dr. Williams,  
Administrator of Instruction