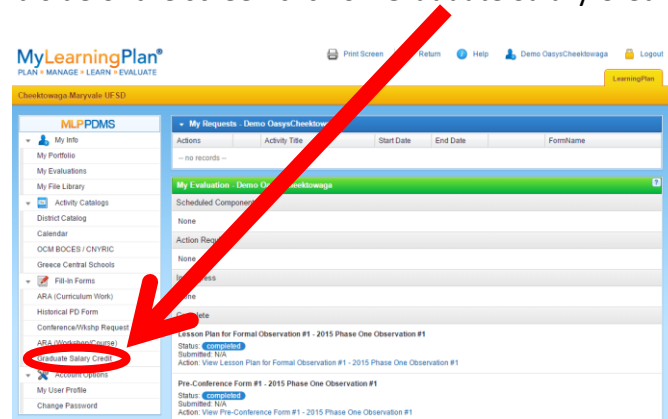


Graduate Salary Credit (+30) Request using My Learning Plan

Step 1: Log into My Learning Plan

Step 2: On the left hand side of the screen click on Graduate Salary Credit



Step 3: Fill in all the boxes on the form. Under Purpose(s) make sure PD(SED)(175-75) is checked.

The image shows a close-up of the 'Purpose(s)' section of a form. It contains a dropdown menu labeled 'Select a Purpose' and a list of options. The option 'PD (SED) (175-75)' is selected, indicated by a checked checkbox and a red circle around the text. A red arrow points to the checkbox. Below this section is another section labeled 'Time and Dates of Session(s)'.

Step 4: Hit the submit button.

Step 5: Keep watching MLP under the My Request to make sure that it has been approved. If you take class before it was approved, you will not be eligible for the credit.

Step 6: Once you have finished the class, you will then need to find your course under the My Request area of MLP (usually under the Approved and/or In-Progress area) and click the Manage button to the left.

Step 7: Once you have clicked on it, you will need to click on Mark Complete. You will need to answer any additional questions that it asks for. You must also submit to district office, a copy of your transcripts from the college to show that you have completed the class.