

## ***Submitting Your Professional Growth Plan or Opt-Out 2017-2018***

All educators/licensed professionals must submit documentation of their intent to accrue Contact Units during the 2017-2018 school year. Documentation of intent is shown through either their approved *Professional Growth Plan (PGP)* or that they have chosen to not complete a *PGP* for the 2017-2018 school year and have chosen to Opt-Out of *PGP* for Salary Advancement. To submit documentation for the *PGP* path of choice, educators/licensed professionals will first need to be signed in to their CCSD Google account. Full directions for accessing a CCSD Google account are available at <http://bit.ly/2ffWFOX>.

Once you are logged in to your account, please follow the directions below:

Step 1: Electronically scan pages one and two of your completed and signed *PGP* for the 2017-2018 school year. The *PGP* form may be found on InterAct at Ed Link > Professional Growth System > PGS Forms.

Step 2: Save the scanned document as a PDF file using the following naming conventions:  
LastName,FirstName - School.pdf  
Examples: Jones,Jonathan - Gibson MS.pdf or Smith,Susan - Palo Verde HS.pdf.

Step 3: Go to <http://bit.ly/17-18PGPSubmit> to submit your *PGP*. You will be asked personnel information on the first page and will be able to submit your signed *PGP* or Opt-Out on the second page. This process should take less than three minutes. You will receive a confirmation email at your CCSD Google address with your response details once you have submitted your PDF.

The *PGP* must be completed and signed by October 31, 2017. It must be submitted to the above link by close of business on November 3, 2017, in order to be eligible for accrual of contact units (CUs) for the 2017-2018 school year.

CCSD Educators/Licensed Professionals hired after October 3, 2017, must complete and submit a signed *PGP* within four weeks of the first day of employment.

Please contact the Professional Growth System Department at 702-799-4747 or via InterAct at “PGS FAQ Mailbox” with questions.