September 2016

Dear Canyons School District Educators:

The Canyons School District recognizes the value of a competent, professionally trained educational staff. The Board authorized establishment of a Local Professional Improvement Committee (LPIC) to encourage, guide, and reward the professional development of staff members. The LPIC is comprised of teachers, building administrators, and district administrators. To facilitate high standards of professional development, the Canyons LPIC has been designed to review all individual professional development requests for credit. This committee meets once each month to review professional development plans and requests for lane change credit.

The District goals are to have professional development opportunities that are connected to school and district student achievement goals. The enclosed Professional Learning Matrix details the possible activities that will be considered for lane change credit. The application is also included.

The process is as follows:

1. Determine whether project requires pre-approval using the Professional Learning Matrix. If pre-approval is required, proceed to step 2.
2. Fill out the LPIC application.
3. Meet with administrator or supervisor to obtain his/her approval.
4. Send completed application with the required supporting documentation to the Instructional Supports Department (ISD).
5. On the first week of each month, the committee will meet and review requests.
6. Educators will be notified of the status of submitted requests via email within one week of the meeting.
7. Complete project.
8. Following completion of project, submit LPIC Accountability and Summary form to the ISD office.
9. Credit will be recorded into the LPIC database. Educator will receive notification of posting.
10. If eligible for a lane change, fill out a lane change form and submit to Human Resources.

Please refer to the enclosed “Frequently Asked Questions” document for additional information regarding the professional development process.