

Entering the PDP you created last year in your Genesis Employee Portal
<https://portal.schoolfi.com/ftlee/>

1. Click "Professional Development" then "Plans"

2. Click "Create New Plan for 2015-16"

2015-16 Professional Development Plans

[+ Create a new plan for 2015-16](#)

#.	Start Date	End Date	Status	Assignment	Department	Grade Level	Actions
There are no plans.							

3. Add the below dates and click add.

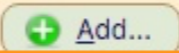
Add 2015-16 Professional Development Plan ✕

Plan Start Date: 

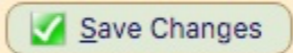
Plan End Date: 

4. Click the "I. Areas" and "II. Goals" tabs then click "Add" to input the necessary information for each. The information can be copy and pasted from the PDP you created last year.

2015-16 Secondary Technology Staff Developer Areas Identified for Development of Professional Practice



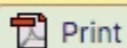
Number	Areas Identified for Development	Rationale/Sources of Evidence	Actions
No data.			



****Make sure to save your changes before clicking on the next tab!****

5. After entering your information click on "Plan" then "Sign and Submit Plan..."

You can also print your plan here.



Print

2015-16 Secondary Technology Staff Developer

Status: Initial Form Entry

*School Name: *Assignment: *Department: *Grade Level: Most Recent Summative Rating: Most Recent Summative Date:

Principal Name: Lauren Glynn (Signature Required)

Supervisor Name: Plan Start Date: 09/01/2015 Plan End Date: 06/29/2016 Save Changes

Signatures

Sign and Submit Plan:

My signature indicates that I have received a copy of this Professional Development Plan and that I

understand and agree with its contents.

 Sign and Submit Plan...