



The School District of Osceola County

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## PROFESSIONAL DEVELOPMENT

HOW TO CREATE AN EXTERNAL PD  
IN THE MY PROFESSIONAL GROWTH SYSTEM

https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?\_ct=ExternalPD

Home - School District...

**My PROFESSIONAL GROWTH SYSTEM**

Professional Development **External PD** Help Guides My Evaluations Evaluation Participation Administration Manage Sections Course Approval JOHN PAGNOTTI

**External PD**

**External PD**

Create New External PD Request

Action	Description
1. <a href="#">+ External PD Request</a>	External PD Request (start)

**Requests**

Show  Active  Created By Me

1 Results

Action	Transaction ID	Owner Name	Creator Name	Date Submitted	Name of Activity	External PD Type	Out of State	Out of State PD Board Approval	Beginning Date	Ending Date
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- ▶ Start on the “External PD” tab.
- ▶ Click the “+ External PD Request” button.

Browser address bar: [https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?\\_ct=ExternalPD](https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?_ct=ExternalPD)

Browser tabs: Homeroom Login | Home - School District...

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**External PD Request**

**Name of Activity**

**Requestor Name** JOHN PAGNOTTI

**Employee ID No.** 10018969

**Department / School**

**Course Provider/ University**

**Location**

**City/State**

**Beginning Date**

Please include travel time

**Beginning Time**

Please include travel time

**Ending Date**

Please include travel time

**End Time**

▶ Fill out each field with information corresponding to the field label.

https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?\_ct=ExternalPD

Homeroom Login Home - School District...

### Upload Agenda

For assistance with uploading agenda or completion of request, please submit to "PD Help". Please note in the PD Help Comments box below the type of help you are requesting.

**Out of State**

**Online**

**External PD Type**

**If College Course**

**If College Course**

**Prefix**

**Course Number**

**Credit Hours**

- ▶ Upload the agenda by clicking the "Upload" (red) button and following the prompt.
- ▶ If you are requesting credit for a college course, please fill in the fields in the "If College Course" section, outlined in blue on this page.
- ▶ Once you have verified that the information is correct, click the "Submit to Supervisor" (green) button at the bottom of the page.

Browser address bar: [https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?\\_ct=ExternalPD](https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?_ct=ExternalPD)

Page Title: External PD

### #12683 - External PD Request (start)

Workflow Search | #12683 - External PD Request (start)

Back Options

Save Changes Submit to Supervisor

Transaction #12683 is currently in External PD Request

#### External PD Request Form Instructions

External PD requests include college courses, conferences, workshops, and other activities. All requests must be submitted at least 30 days prior to the event. All out-of-state requests must be submitted at least 10 days prior to the event. All out-of-state requests must be submitted at least 10 days prior to the event.

External PD Request

Name of Activity  
ABC request

Requestor Name JOHN PAGNOTTI

Employee ID No. 10018969

Department / School  
PROFESSIONAL DEVELOPMENT (9203)

Course Provider / University  
ISSS

Location  
Orlando

City/State  
FL

#### Submit to Supervisor

Please select a recipient.

France Search Add filter

2 Results

	First Name	Last Name
Select	JANICE	FRANCESCHI
Select	FRANCES	OCONNOR

Cancel

- ▶ In the pop-up box, find the name of your principal or department head by either typing their name in the search box, highlighted in blue, or by scrolling through the list, then click the “Select” button (red).

The screenshot shows a web browser window with the URL [https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?\\_ct=ExternalPD](https://osceola.truenorthlogic.com/U/P/Tab/ExternalPD?_ct=ExternalPD). The page title is "External PD" and the main heading is "#12683 - External PD Request (start)". A modal dialog box titled "Submit to Supervisor" is open, displaying the message "Please confirm this action." and two buttons: "Confirm" (highlighted with a red border) and "Cancel".

External PD Request Form Instructions

External PD requests include college courses, conferences, workshops, and other professional learning activities not offered by the School District of Osceola County, FL. Please complete requests at least 10 days prior to the event. All out of state requests must be submitted at least 30 days prior to the event and require School Board approval.

External PD Request

Name of Activity  
ABC request

Requestor Name JOHN PAGNOTTI

Employee ID No. 10018969

Department / School  
PROFESSIONAL DEVELOPMENT (9203)

Course Provider/ University  
ISSS

▶ Click the “Confirm” button (red) to submit the External PD.

0 results.

DATE ATTENDED

BEGINNING TIME

LUNCH TIME START

LUNCH TIME END

END TIME

No records found.

### Attachments

Course Attachments

 Upload

Please upload Certificate, if applicable

 Upload

Once the external is approved by the administrator it will be return to the employee. Then once the activity is completed, upload the proof of completion. (Certificate of completion or final agenda and complete the attendance section.)

Then complete the survey (See red circle) and submit for approval (At the bottom of the page)

**Course Survey**

This will send the external PD to the Professional Development Department for processing.

### Planning

This course met my individual needs for professional development or my professional growth interests \*

- Definitely
- Somewhat
- Not At All

Describe how this course relates to your current job responsibilities \*

Rich Text Editor 