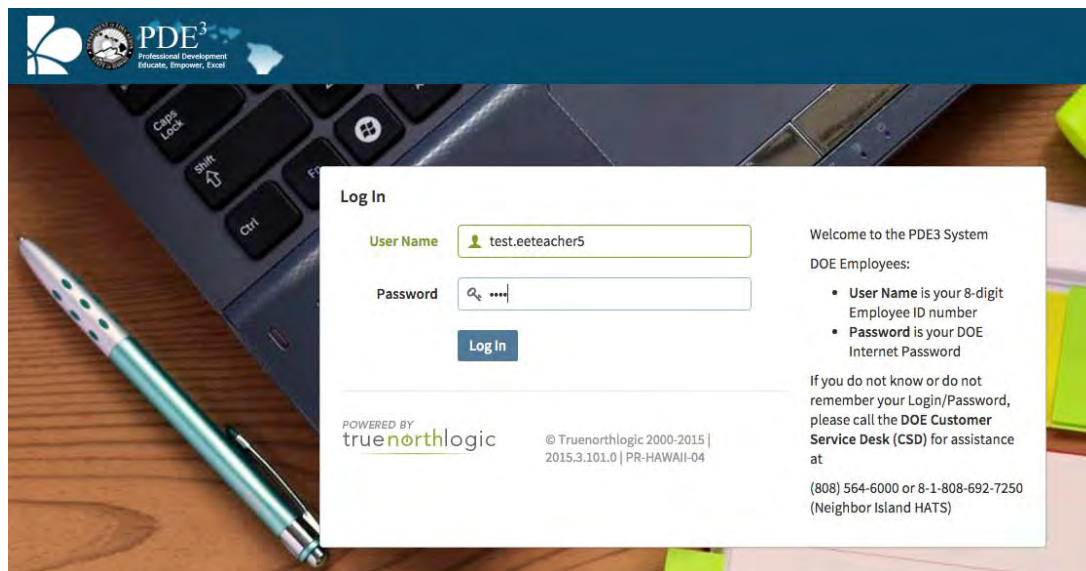




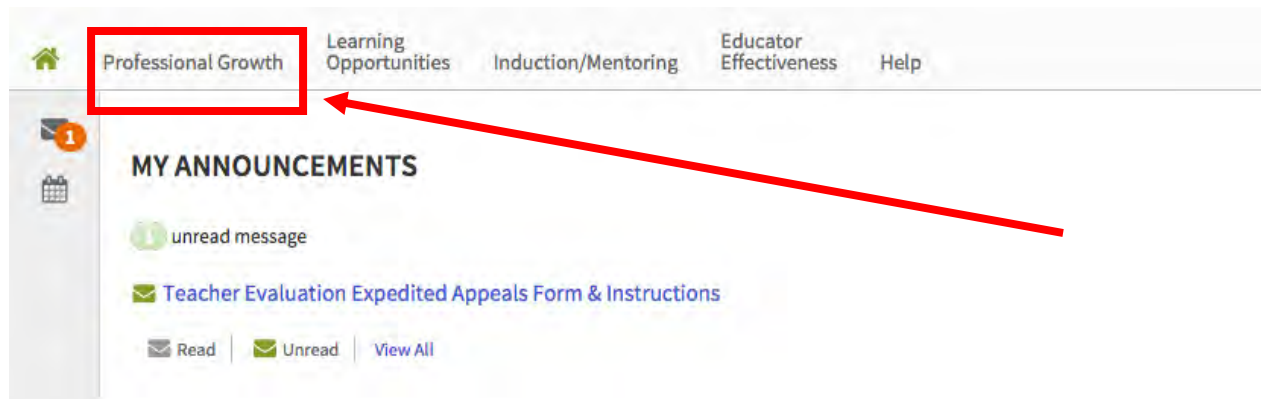
HAWAII DEPARTMENT OF EDUCATION
ESSA Highly Qualified Teacher
Online HQ Professional Development Plan Instructions
 School Year 2020-2021

HQ PDP Teacher Steps in PDE³

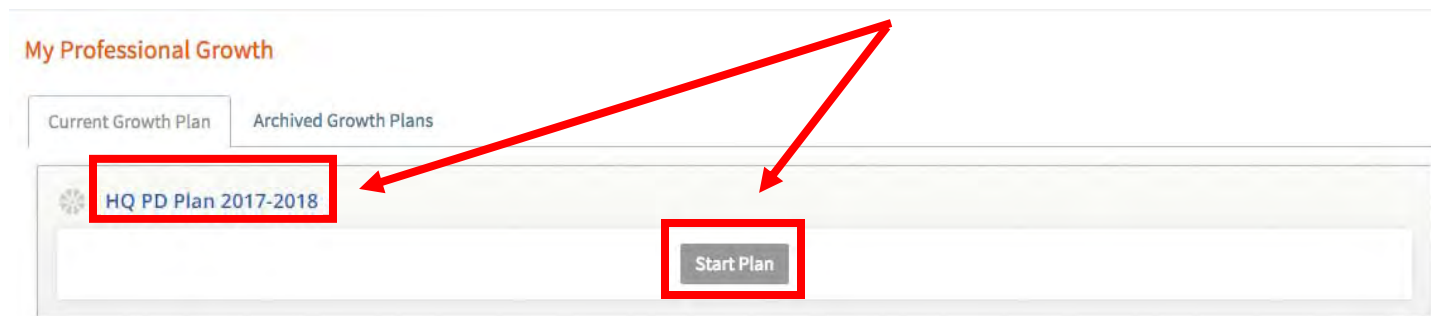
Log into PDE³ (<https://pde3.k12.hi.us>) using your employee ID and your DOE password. If you do not know your DOE password, contact the IT Help Desk (CSD) at 564-6000.



From the personalized home page, click on the “Professional Growth” link.

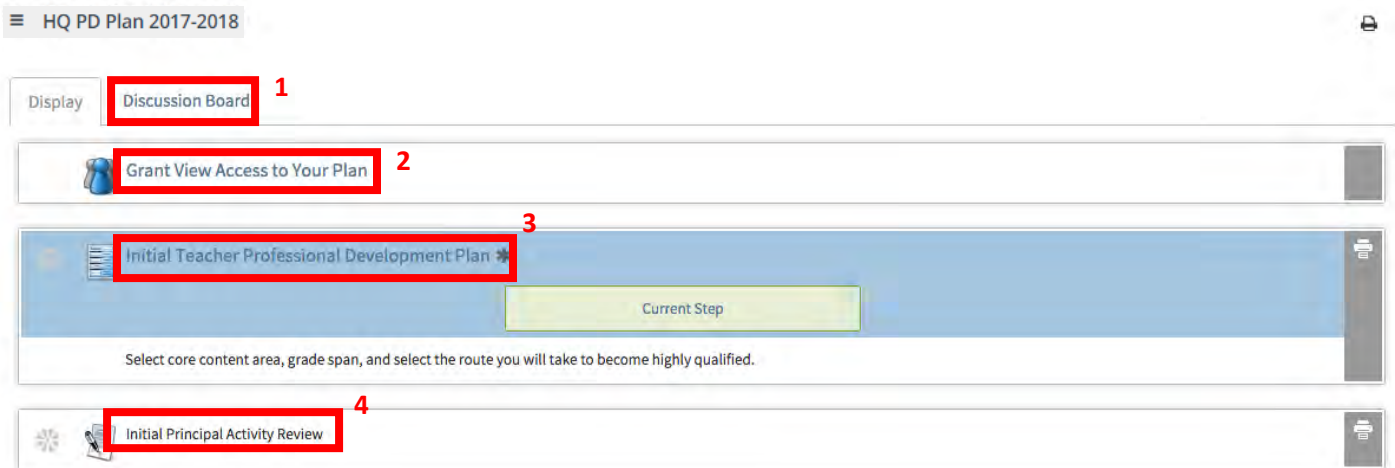


Within the “My Professional Growth” section, click on the “HQ PD Plan” link or “Start Plan” button.



There are four parts to the HQ PD Plan:

- 1) **Discussion Board** – used to share messages between your HQ Designee and/or school administrator
- 2) **Grant View Access** - to add your designee or anyone else in PDE³ to view your plan
- 3) **Initial Teacher PDP** – where you will create your plan
- 4) **Initial Principal Activity Review** – where your principal will approve your plan



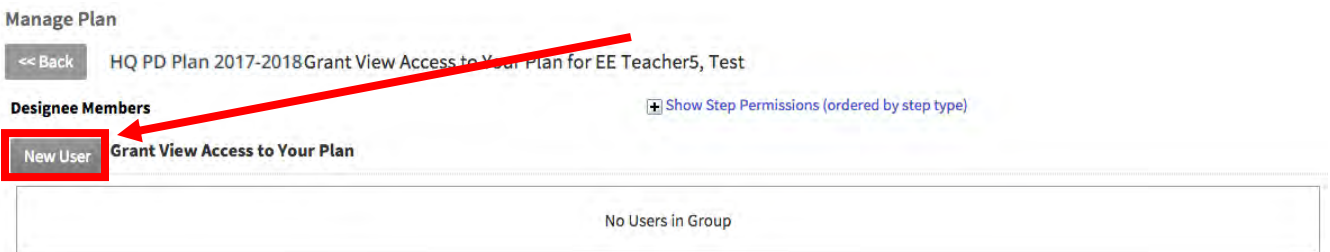
Starting your HQ PDP

The usual steps of a PDP is that you 1) grant access to your school/complex designee, 2) you complete your plan and then 3) submit your plan to your principal who then reviews/approves your plan.

Start first by adding your HQ designee. Click on the “Grant View Access to Your Plan” link.



Click on the “New User” button to bring up the search screen to find your designee or principal.



In the search window, type the designee or principal's name and press the "Search" button.

Member User Search

First Name:

Last Name:

Your search results will display below the search criteria.

Member User Search

First Name:

Last Name:

Name	Email	Site	District	County	Region	Demographics
<input type="checkbox"/> Test Principal		Test School	Test Complex	Test Complex Area	Test District	Principal

Click on the check box and then the "Add Selected Users" button.

Member User Search

First Name:

Last Name:

Name	Email	Site	District	County	Region	Demographics
<input checked="" type="checkbox"/> Test Principal		Test School	Test Complex	Test Complex Area	Test District	Principal

Visually confirm the addition of the users you have granted view rights to or click on the “Remove” button to remove the view access user.

Designee Members [+ Show Step Permissions \(ordered by step type\)](#)

New User Grant View Access to Your Plan

Name	Email	Added By	
1. Test Principal		Test EE Teacher5 on 08/10/2015	Remove

After adding view rights to those that you need to, click on the “<<Back” button to return to the plan steps page.

Manage Plan

[<< Back](#) HQ PD Plan 2017-2018:Grant View Access to Your Plan for EE Teacher5, Test

Designee Members [+ Show Step Permissions \(ordered by step type\)](#)

New User Grant View Access to Your Plan

Name	Email	Added By	
1. Test Principal		Test EE Teacher5 on 08/10/2015	Remove
2. test teacher1	noreply@truenorthlogic.com	Test EE Teacher5 on 08/10/2015	Remove

Once that the plan steps page, click on the “Initial Teacher Professional Development Plan” link or “Current Step” button to start completing your plan in PDE³.

HQ PD Plan 2017-2018

Display Discussion Board

Grant View Access to Your Plan

Initial Teacher Professional Development Plan * [Current Step](#)

Select core content area, grade span, and select the route you will take to become highly qualified.

Initial Principal Activity Review

Don't get confused by the 'Click "Save" frequently...' message as once you are in the “Edit” mode you will see the save button.

To start your plan click on the “Edit” button.

HQ PD Plan 2017-2018

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test

Select Core Content Area --Select One--

Grade Span --Select One--

What route will you take to become highly qualified? --Select One--

Planned Activities for August through October

Planned Activities for November through

One more thing to note is that the “Print Forms” button has an “Action Menu” pull-down button next to it. You will need to use this pull-down menu when you “Submit” your plan to your principal. If you do not submit your plan your principal cannot approve your plan.

HQ PD Plan 2017-2018

Action Menu

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

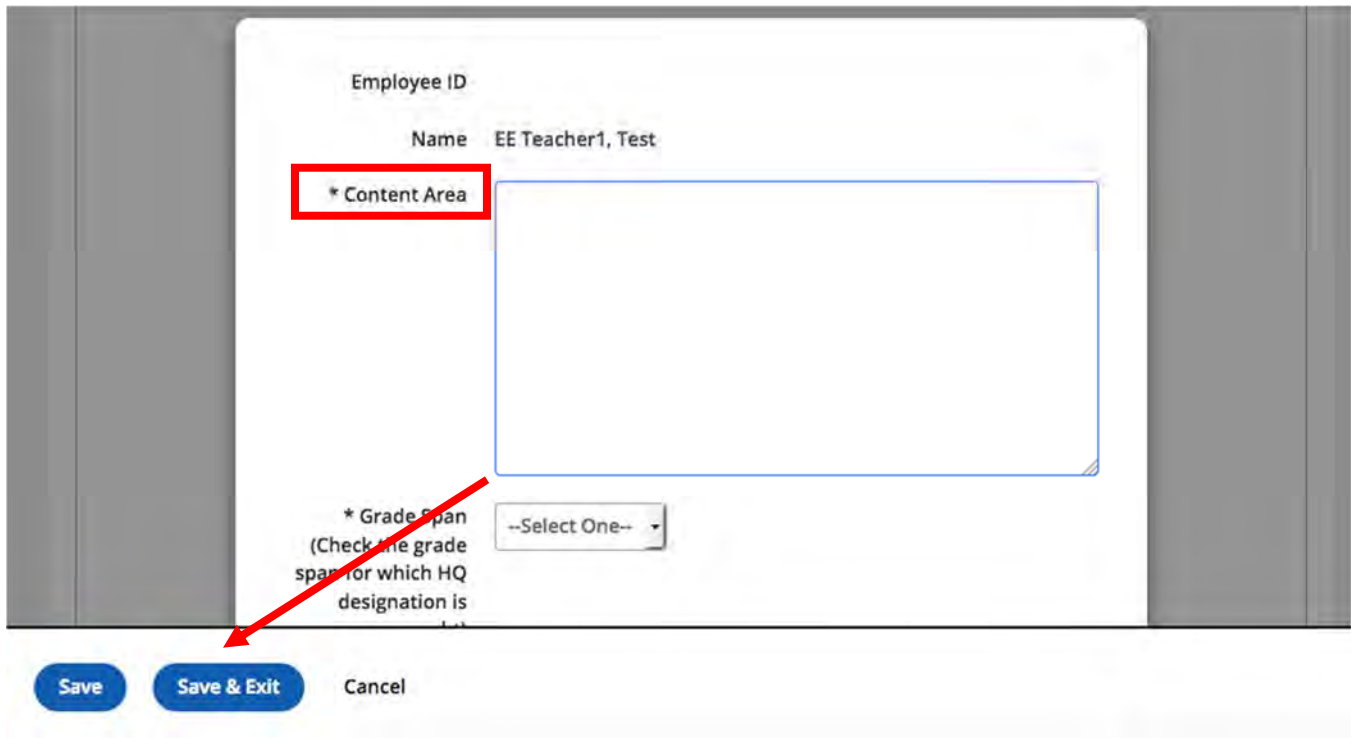
Click "Save" frequently to prevent losing data.

Edit

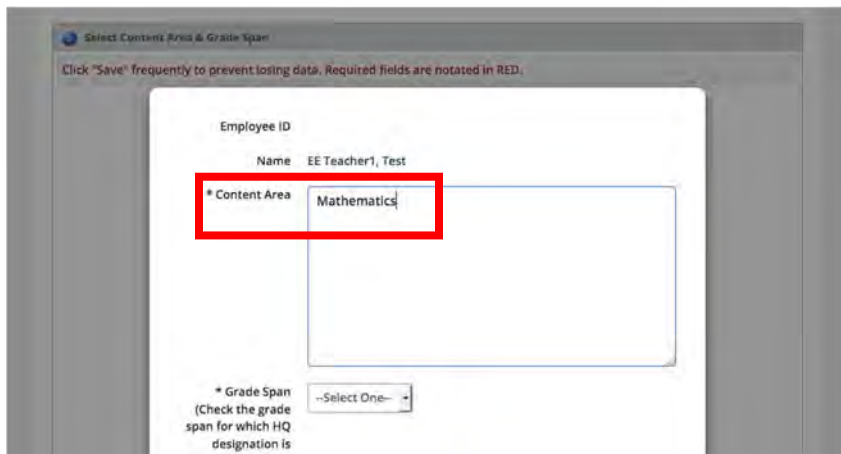
Print Forms

Submit

In the edit mode the screen will change where the plan pull-down menus and text-boxes become active. Here we see the “Content Area” text box. Notice the “Save,” “Save & Exit” and “Cancel” buttons at the bottom of the screen. You will need to use them correctly to ensure that you do not lose any of your data.



We will now start the form. Type the content area you are completing your PDP in the “Content Area” text box.



Next we select the grade span that the PDP is for using the “Grade Span” pull-down menu.

Employee ID

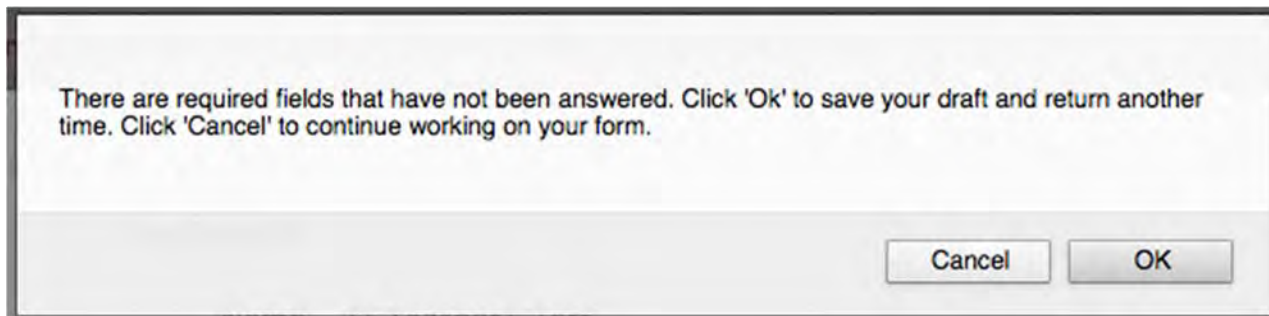
Name EE Teacher1, Test

* Content Area Mathematics

* Grade Span (Check the grade span for which HQ designation is sought) 6-12

--Select One--
PK-3
K-6
6-8
6-12
K-12

At this point we will show how you can stop and save your plan to go back to the PDP steps page. Here we click on the “Save & Exit” button. The application will check to see if the fields with an asterisk were completed, if not you will see the message below and the incomplete asterisk fields highlighted in yellow.



After clicking on “OK” we now see the PDP display page with the three fields that we did complete as filled.

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test

Select Core Content Area Mathematics

Grade Span 6-12

What route will you take to become highly qualified? --Select One--

We go further back to the PDP steps page by clicking on the “<<Back” button. Notice that the status “pie” icon is now icon partially filled.

To get back to your plan to finish it, click on either the “Initial Teacher Professional Development Plan” link or the “Current Step” button. Click on the “Edit” button to get back to the edit mode of the plan.

Here in the edit mode we have selected the “Praxis II Subject Assessment” route and will be completing the activities portion of the plan.

Employee ID

Name EE Teacher5, Test

* Select Core Content Area

(Select ONE (1) subject in which you are currently assigned but not yet Highly Qualified)

* Grade Span

(Check the grade span for which HQ designation is sought)

* What route will you take to become highly qualified?

Planned Activities for August through October

Comments

In the activities portion of the form, type in the activities you will be doing to become HQ. Here we can see the first three activity quarters.

Planned Activities for August through October

Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.

Comments

Planned Activities for November through January

Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.

Comments

Planned Activities for February through April

Will be taking the Praxis exam.

Comments

Save Save & Exit Cancel

This next screenshot shows the activities for the fourth quarter as well as the approximate cost and finally how the activities will make you highly qualified for the subject you are currently not highly qualified for.

Planned Activities for May through July

Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.

Comments

Approximate Total Cost of Activities

400

How will the above activities, taken together, result in earning the HQ designation?

With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.

The last text box to complete is to identify resources to be provided by your school or complex area to help you become highly qualified in the core subject area initially selected.

Approximate Total Cost of Activities

How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation?

Identify resources to be provided by school or complex area to support the plan.

The second to the last step in the edit mode of the plan is to click on the “agreement” check box. Once you click on the check box, click on the “Save & Exit” button to return to the display mode of your plan.

* By submitting I agree

this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to ESSA HQT designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment.

In the display mode of the plan, review your selections and text. If you need to edit your plan, use the “Edit” button to enter the edit mode to change anything in your plan.

HQ PD Plan 2017-2018

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID	
Name	EE Teacher5, Test
Select Core Content Area	Mathematics
Grade Span	6-12
What route will you take to become highly qualified?	Praxis II Subject Assessment
Planned Activities for August through October	Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.
Planned Activities for November through January	Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.
Planned Activities for February through April	Will be taking the Praxis exam.
Planned Activities for May through July	Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.
Approximate Total Cost of Activities	400
How will the above activities,taken together, result in earning the HQ designation?	With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.
Identify resources to be provided by school or complex area to support the plan.	materials and funds
By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to HQ designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment	I agree

Save Instructions TO SAVE AND SUBMIT ONLINE PD PLAN: Click on Save & Exit button. Scroll to the top of the page, place cursor on the Action menu and click on submit. Plan will be sent to your principal for approval.

Once you have reviewed your plan and are ready to submit it to your principal, click on the “Action Menu” triangle button in the “Print Forms” pull-down and select “Submit.”

HQ PD Plan 2017-2018

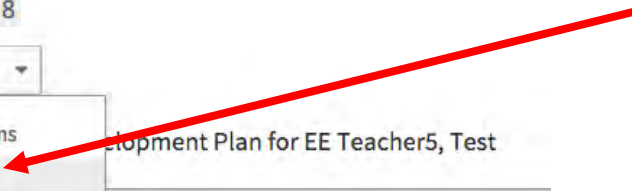
<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

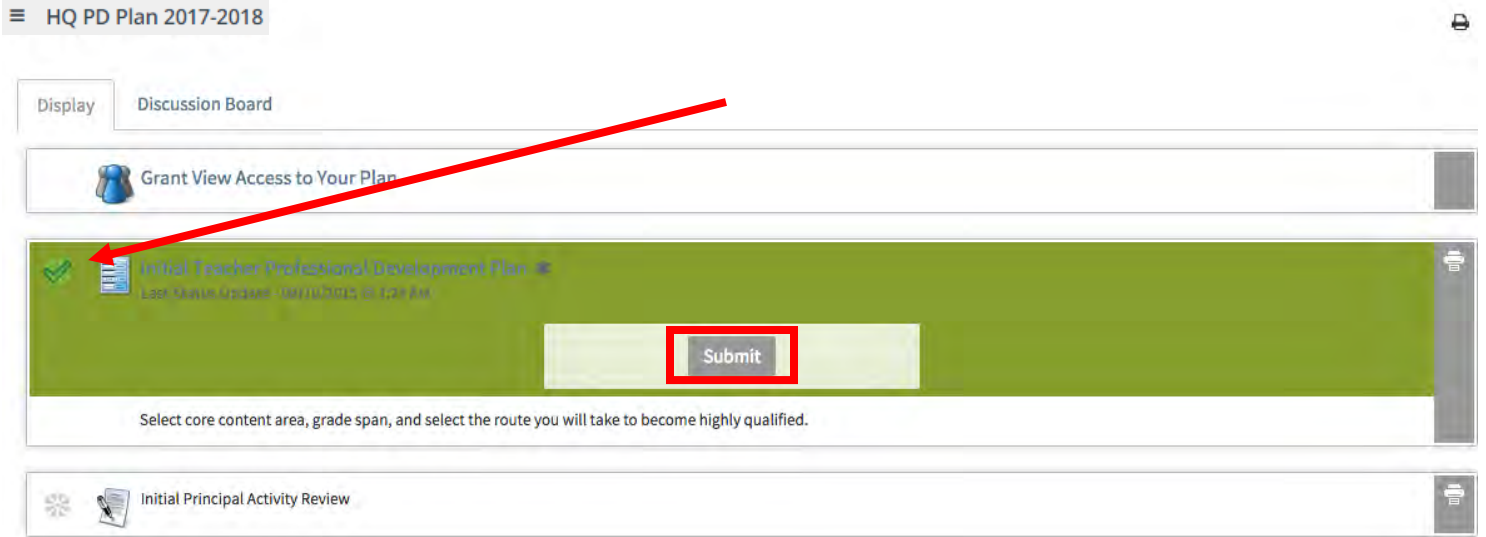
Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Print Forms
Submit

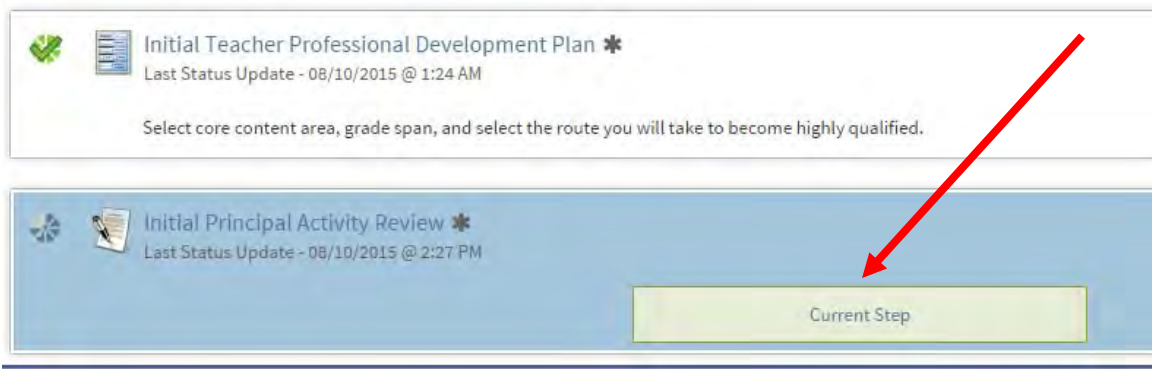


You are then returned to the PDP steps page. Notice that the status pie icon is now filled with a check mark over it. This indicates that the form is complete.

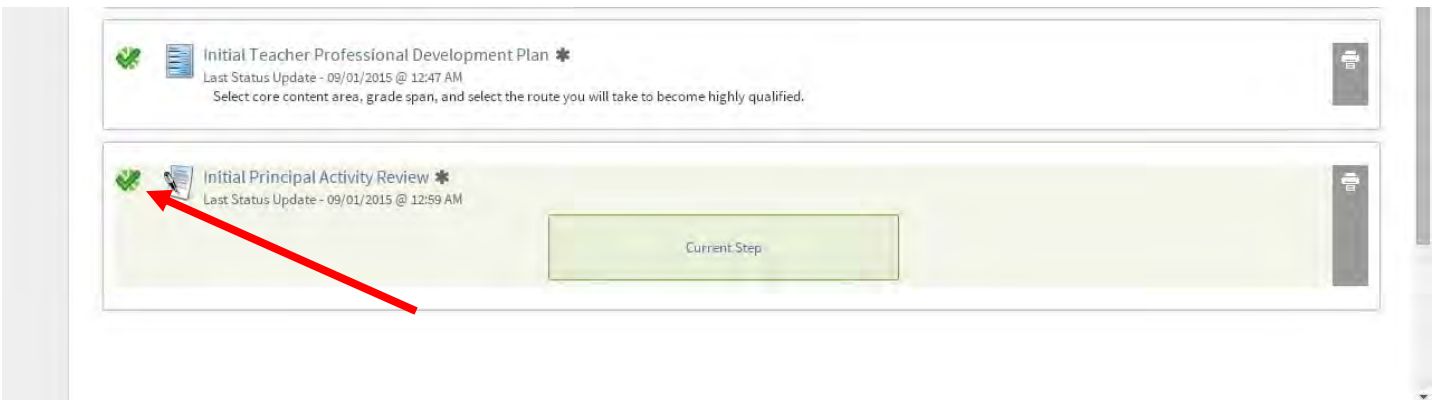


Notice that the "Submit" button still available in the above image. This indicates that the HQT PDP was actually completed but not submitted. This is a common problem, so do not forget to submit your plan.

The image below is what you should see after completing and submitting your plan as a teacher, the "Current Step" is now in the principal's step of the plan.



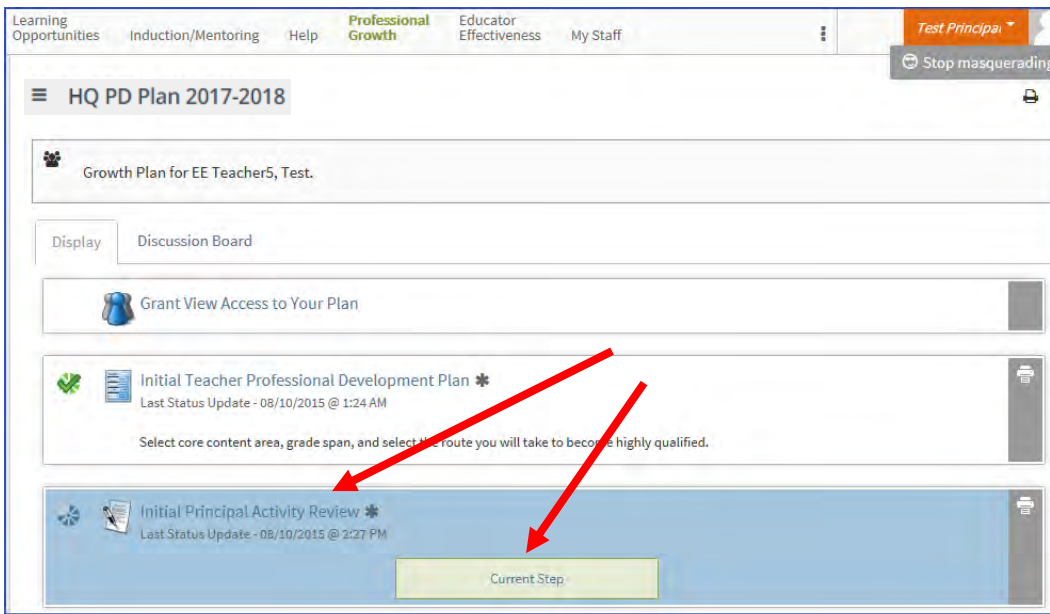
Once your principal has approved your plan, you will see the complete pie icon with the green check mark.



HQ PDP Principal Steps in PDE³

Here we are now in the PDP steps page and the principal's "Initial Principal Activity Review" link and the "Current Step" button is active.

As a principal, you should click into the "Initial Principal Activity Review" link or "Current Step" button to enter the plan.



While in the "display mode" of the plan, the principal can review the plan first before moving to approval.



After reviewing the plan and deeming it acceptable, the principal will now approve the plan. Click on the “Edit” button to enter “edit mode” for the principal’s step.

The screenshot shows the top navigation bar with 'Learning Opportunities', 'Induction/Mentoring', 'Help', and 'Professional Growth'. Below this is the title 'Professional Growth' and a subtitle 'HQ PD Plan 2017-2018'. There are two buttons: '<< Back' and 'Print Forms'. The main content area is titled 'Initial Principal Activity Review for EE Teacher5, Test'. A section header 'Principal Certification' is followed by a table with an 'Edit' button highlighted in a red box. Below the table are fields for 'Employee ID' and 'Name'.

In the edit mode scroll down to the bottom of the plan and click on the “I agree” pull-down menu and type in an amount for the teacher’s tier 1 reimbursement. Then click on the “Save & Exit” button at the bottom of the page.

This screenshot shows the edit mode form. It includes a text area with a certification statement: '* By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I will forward this documentation to any DOE school to which this teacher may transfer.' To the right of this text is a dropdown menu with options: '--Select One--', 'I agree', and 'I disagree'. Below this is a text input field labeled '* Amount Allocated (Enter an amount \$0 or greater) I authorize the amount allocated for Tier 1, Title IIA to be reimbursed upon successful completion and supporting documentation provided for the approved activities on this plan.' The field contains the value '400'. At the bottom, there are three buttons: 'Save', 'Save & Exit', and 'Cancel'. A section titled '* Required Fields' is also visible. Red arrows point to the 'I agree' dropdown, the '400' input field, and the 'Save & Exit' button.

You will be returned to the “display mode” of the principal step page.

The screenshot displays the PDE3 Professional Growth system interface. At the top, there is a navigation menu with options: Learning Opportunities, Induction/Mentoring, Help, Professional Growth, Educator Effectiveness, My Staff, and Administration. The user is logged in as 'First EE Principal' and has a 'Stop masquerading' button. The main content area is titled 'Professional Growth HQ PD Plan 2017-2018' and shows 'Initial Principal Activity Review for EE Teacher5, Test'. A 'Principal Certification' form is displayed with the following information:

Employee ID	
Name	EE Teacher5, Test
Select Core Content Area	Mathematics
Grade Span	6-12
What route will you take to become highly qualified?	Praxis II Subject Assessment
Planned Activities for August through October	Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.
Planned Activities for November through January	Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.
Planned Activities for February through	

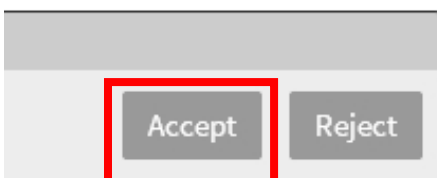
A 'Loading...' button is located at the bottom right of the form area.

Although you have reviewed and saved the plan, you must also “sign off” on the plan as well by “accepting” it. The acceptance button will not appear in the display mode of the principal step unless the “I agree” checkbox is checked and the allocation amount is filled (use zero if no funds will be allocated, do not leave field blank).

Scroll to the bottom of the page in display mode and at the bottom left corner you will see the “Accept” button of the page you will now have to “sign off” on the plan by clicking on the “Accept” button.

The screenshot shows the PDE Professional Growth interface. At the top, there are navigation links for Learning Opportunities, Instruction/mentoring, HR, Professional Growth, Educator, and My Staff. The main content area is titled "Professional Growth" and "HQ PD Plan 2017-2018". Below this, there is a section for "Initial Principal Activity Review for EE Teachers, Test". The form itself is titled "Principal Certification" and includes fields for Employee ID (Name: EE Teachers, Test), Select Core Content Area (Mathematics), Grade Span (6-12), and Planned Activities for August through October, November through January, and February through April. It also includes a section for Planned Activities for May through July, Approximate Total Cost of Activities (400), and a section for How will the above activities, taken together, result in earning the HQ designation? (With my bachelor's degree, license in grades 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grades 6 to 12). At the bottom of the form, there are two buttons: "Accept" and "Reject". A red arrow points from the top of the form down to the "Accept" button.

Click on the “Accept” button at the bottom of the page to sign-off on the plan.



Once the plan has been accepted/signed-off on you will see the “Signatures” section populated.

Signoff Status	Name	Signoff Date
Accepted	Test EE Principal	2015-09-01 @ 12:59:57

Finally the in the plan steps page, the “Initial Principal Activity Review” will show the green checkmark icon to indicate that the plan is complete.

The screenshot shows a web browser window with the URL https://pde3.k12.hi.us/LJ/P/Channel/-/ExternalChannel?_ct=ProfessionalGrowth&Path=%2Fia%2Fempari%2Fgp%2Fentry%2FuserHome%3FgpEntryId%3C. The page header includes the PDE³ logo and navigation tabs for Professional Growth, Learning Opportunities, Induction/Mentoring, Educator Effectiveness, and Help. The user is identified as Test EE Teacher5. The main content area is titled "HQ PD Plan 2017-2018" and features a "Discussion Board" tab. Three items are listed in a vertical stack:

- Grant View Access to Your Plan**: Represented by a blue key icon.
- Initial Teacher Professional Development Plan ***: Includes a green checkmark icon, a document icon, and the text "Last Status Update - 09/01/2015 @ 12:47 AM" and "Select core content area, grade span, and select the route you will take to become highly qualified."
- Initial Principal Activity Review ***: Includes a green checkmark icon, a document icon, and the text "Last Status Update - 09/01/2015 @ 12:59 AM". A light green box labeled "Current Step" is positioned below this item.



Principal Tools to Track Plan Status

There are two places in PDE³ you can use to track the status of your teacher's plans, the Professional Growth tab and the My Staff tab.


First we will look at the "Professional Growth" tab and use the "Access Other's Professional Growth" report.

Here is what the principal's display will look like for this case in the "Professional Growth" tab for the example we completed above.

The screenshot shows the "Professional Growth" tab in a web application. The top navigation bar includes "Professional Growth" (highlighted), "Educator Effectiveness", "My Staff", and "Administration". Below the navigation, there is a section for "Professional Growth Announcements" with the text "Coming Soon.". The main section is titled "Access Other's Professional Growth" and contains a sub-section "All Growth Plans". A search bar labeled "Search OwnerName:" is present, along with an "Add Filter" button. Below the search bar, it indicates "2 results". A table displays the following data:

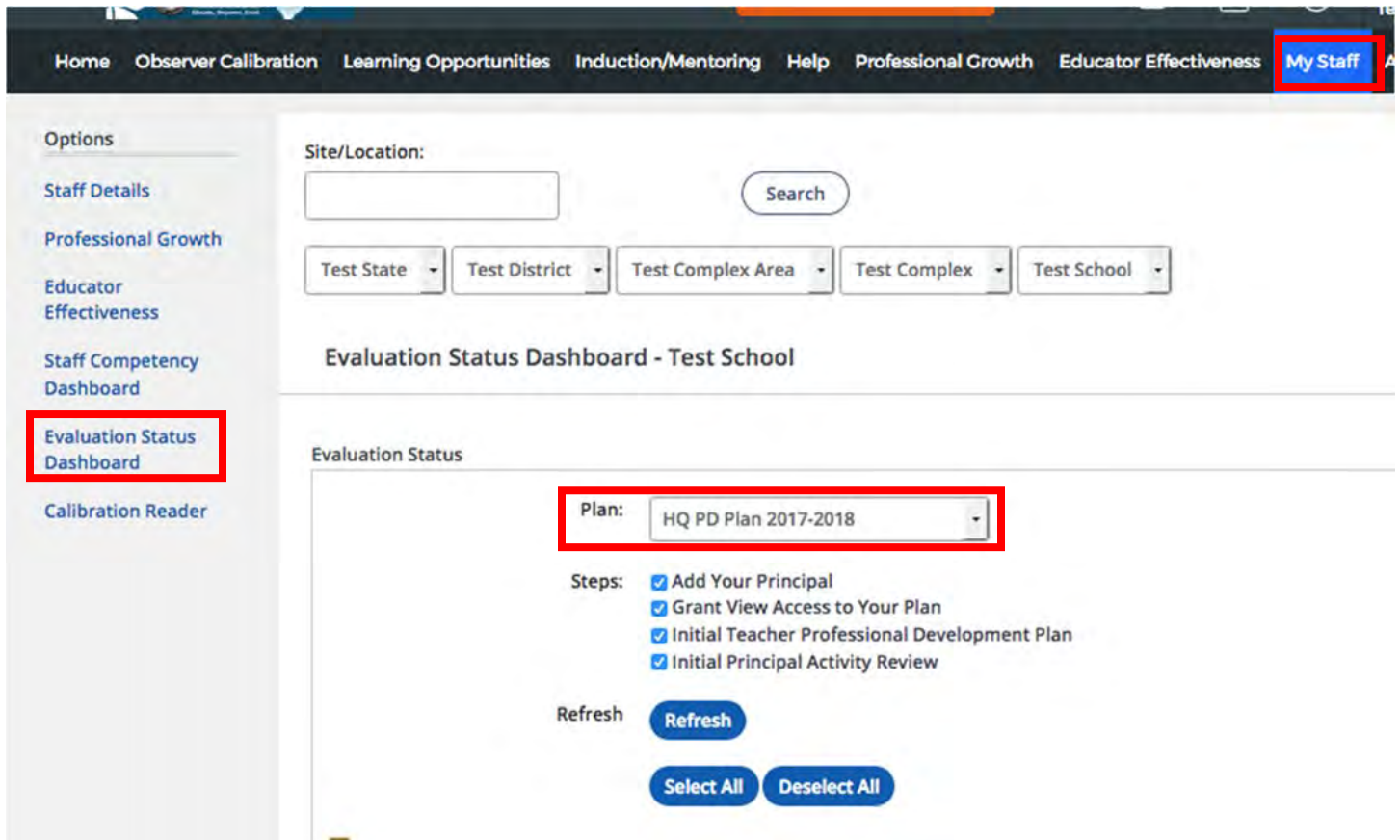
Status	Archived	OwnerName	Program	Location	LastUpdated	Started
	—	EE Teacher, Test	HQ PD Plan 2015-2016	Test School	6/24/2015	6/12/2015
	—	EE Teacher5, Test	HQ PD Plan 2015-2016	Test School	8/10/2015	8/10/2015

A red arrow points from the "All Growth Plans" header to the "Incomplete status pie icon" in the second row of the table.

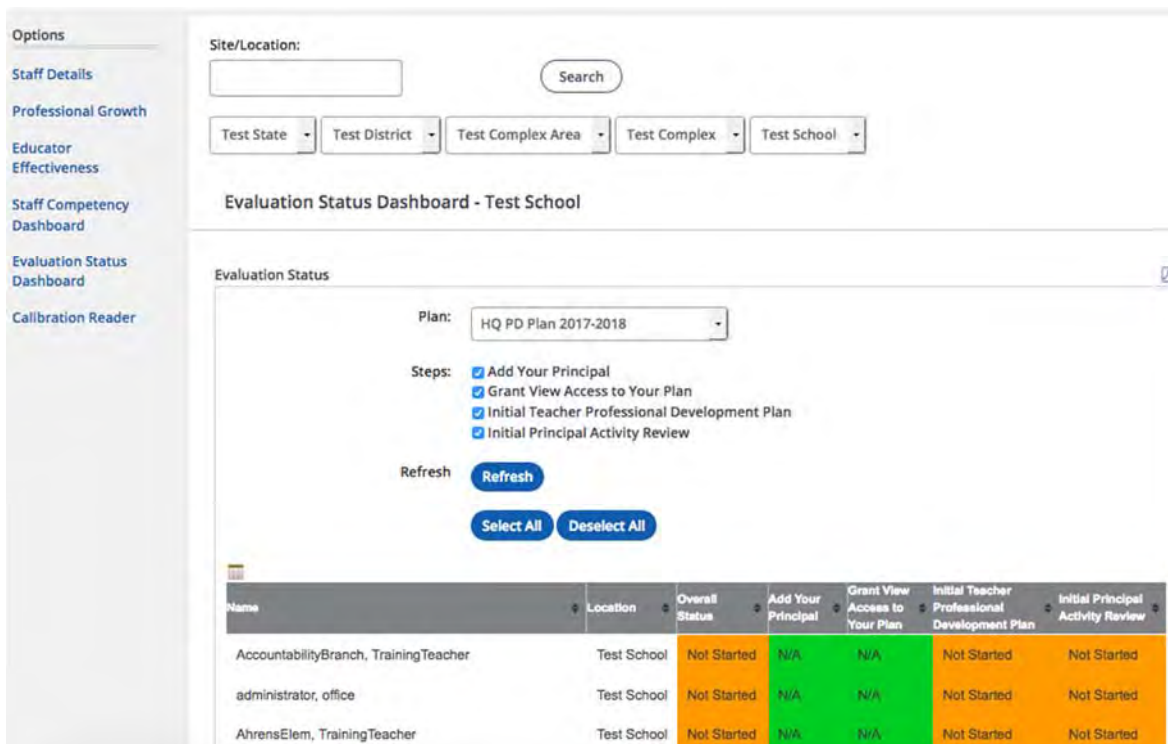
Notice that the status icon for "EE Teacher5, Test" is an incomplete status pie icon . This means that even though the green check mark is may be visible over a complete status pie icon in the teacher step, it does not reflect that the teacher submitted the plan. Check with your teacher if they submitted the plan if you are unable to access the teachers plan to approve it.

The second place we can check on a teacher’s plan status is the principal’s “Evaluation Status Dashboard” in the “My Staff” tab for “HQ PD Plan 2017-2018.”

To use the dashboard you will need to use the pull-down menu to select the “HQ PD Plan 2018-2019”.



Next you need to use the checkbox for the step to select which ones you want to see, for this dashboard we will be checking them all off (default).



Below is the status row for the teacher in our initial example above. Note that the “Initial Teacher Professional Development Plan” column is showing “Complete” in a green field and that the “Initial Principal Activity Review” is “Not Started” in an orange field.

Name	Location	Overall Status	Add Your Principal	Grant View Access to Your Plan	Initial Teacher Professional Development Plan	Initial Principal Activity Review
EE Teacher5, Test	Test School	In Progress	N/A	N/A	Complete	Not Started

Note that PDE³ requires that teacher “submit” a plan to their principal and that principal’s must “accept” a plan before it is considered complete. The dashboard also shares the same limitation as the first method of tracking plans, in that the status only indicates that the teacher completed the plan and not that the teacher submitted the plan to you for your approval. If you are unable to enter the edit mode to approve a plan, contact the teacher remind them to submit their plan to you.

Exception process for principals to reject an ESSA HQ PD Plan

In the case where a principal needs to reject an HQ PD Plan, the following steps can be used to return a plan to a teacher. The process differs from what was covered above in that instead of a principal accepting a plan, the plan is rejected and returned to the teacher for revision and resubmission. For the teacher, the steps for revising and resubmission are the same as in the initial process and will not be covered here.

The steps below are how to return an ESSA HQ PD Plan to a teacher.

Once the plan is in the principal’s “Initial Principal Activity Review” step, click into that step by either clicking on the step title link or the “Current Step” link.

The screenshot shows the 'HQ PD Plan 2019-2020' dashboard. At the top, there is a title 'Growth Plan for Teacher, Test.' Below this, there are two tabs: 'Display' and 'Discussion Board'. The main content area lists several steps in a vertical sequence:

- Grant View Access to Your Plan**: Represented by a person icon.
- Initial Teacher Professional Development Plan ***: Represented by a document icon. Below the title, it says 'Last Status Update - 07/16/2020 @ 10:54 AM' and 'Select content area, grade span, and select the route you will take to become highly qualified.'
- Initial Principal Activity Review ***: Represented by a gear and document icon. Below the title, it says 'Last Status Update - 07/16/2020 @ 10:56 AM'. This step is highlighted with a light green background.

A red arrow originates from the 'Initial Principal Activity Review' step and points to the 'Current Step' label at the bottom right of the dashboard.

Once in the plan, click on the “Edit” button to open the plan into the principal edit mode.

The screenshot shows the top navigation bar with links: Home, Observer Calibration, Learning Opportunities, Induction/Mentoring, Help, Professional Growth. Below is the title 'HQ PD Plan 2019-2020' and buttons for '<<Back' and 'Print Form'. The main heading is 'Initial Principal Activity: Review for Teacher, Test'. A 'Principal Information' section contains an 'Edit' button highlighted with a red arrow. Below this are fields for Employee ID, Name (Teacher, Test), Content Area (Mathematics), Grade Span (6-12), and a question: 'What route will you take to become Hawaii qualified?' with the answer 'Praxis II Subject Assessment'.

Once in the edit mode (note the dark borders on the form) scroll down to the bottom of the page to you can complete the two principal questions.

This screenshot shows the 'Planned Activities' section of the form. It lists activities for different months: August through October (Study PRAXIS II materials), November through January (Take practice PRAXIS II exam), February through April (Take PRAXIS II exam), and May through July (Turn in results). It also shows an 'Approximate Total Cost of Activities' of 500. At the bottom, there are two principal questions: 'How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation?' and 'Identify resources to be provided by school or complex area to support the plan.' The 'Save' and 'Save & Exit' buttons are visible at the bottom.

The two principal question require an answer even when the plan is being rejected. The suggested answers are “I disagree” and “0”.

This screenshot shows the 'Save Instructions - Evaluator' section. It contains a large text block: 'By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to ESSA HQT designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment'. Below this is a dropdown menu labeled 'Select One' with a red arrow pointing to it. Another red arrow points to a text input field. At the bottom, there are 'Save', 'Save & Exit', and 'Cancel' buttons. A note at the bottom right says: 'In order to save and complete the plan, click on Save&Exit (below) AND click on Review step (on the prior screen) will be green (Complete). If you missed a step...'

Once you have completed the two fields (“I disagree” and “0”), click on the “Save & Exit” button at the bottom of the screen.

This screenshot shows a web form with the following elements:

- Header: **disciplinary action up to and including termination from employment**
- Text: **By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I will forward this documentation to any DOE school to which this teacher may transfer.**
- Field 1: A dropdown menu with "I disagree" selected.
- Text: **Amount Allocated (Enter an amount \$0 or greater)**
- Field 2: A text input box containing "0".
- Text: **Save Instructions - Evaluator** In order to save and complete the plan, click on Save & Exit (on the prior screen) will be green (Complete).
- Text: * Required Fields
- Buttons: "Save", "Save & Exit", and "Cancel".

A red arrow points from the "Save & Exit" button to the "Save Instructions - Evaluator" text.

The web page will update with two buttons at the bottom of the screen, “Accept” and “Reject” at which point since you are rejecting the plan you will click on the “Reject” button.

This screenshot shows a web form with the following elements:

- Text: **Identify resources to be provided by school or complex area to support the plan.** Study materials
- Text: **By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to ESSA HQT designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment** I agree
- Text: **By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress.** I disagree
- Text: ***Amount Allocated (Enter an amount \$0 or greater)** 0
- Text: **Save Instructions - Evaluator** In order to save and complete the plan, click on Save&Exit (below) AND click on Accept (in the step (on the prior screen) will be green (Complete). If you missed a step the status will remain
- Text: † Required
- Section: **Sign Off Status**
- Buttons: "Accept" and "Reject".

A red arrow points from the "Reject" button to the "Save Instructions - Evaluator" text.

You will notice now that once the plan has been rejected, that the “Current Step” of the plan has moved from the “Initial Principal Activity Review” to “Initial Teacher Professional Development Plan” step.

The screenshot displays the PDE3 system interface for a user named 'Test'. The page title is 'HQ PD Plan 2019-2020'. Below the title, there is a search bar containing 'Growth Plan for Teacher, Test.'. The main content area has two tabs: 'Display' (selected) and 'Discussion Board'. A notification banner reads 'Grant View Access to Your Plan'. Below this, there are two plan entries. The first entry, 'Initial Teacher Professional Development Plan *', is highlighted in green and has a red arrow pointing to it from the 'Initial Principal Activity Review' entry below. This entry shows 'Last Status Update - 07/16/2020 @ 11:14 AM' and a progress bar with 'Current Step' indicated. The second entry, 'Initial Principal Activity Review', shows 'Last Status Update - 07/16/2020 @ 10:56 AM' and the instruction 'Select content area, grade span, and select the route you will take to become highly qualified.'

At this point the plan can be revised by the teacher and resubmitted using the submit process covered previously. Email messages from the PDE3 system will be sent to the teacher when the plan is rejected, so notifying the teacher separately is optional but suggested if you need to include a reason for the rejection, as it will not be in the system email message.