



SD71 Teacher Pro-D

October Provincial Pro-D Day & February District Pro-D Day

Three scenarios to consider when planning for the Provincial October Pro D Day, and the February District Pro D Day:

1. **Pro-D Regular School Location:** If a teacher is at their regular school location doing pro-d, they are at work already, so there is no need for an AMS entry to be completed by the teacher. The principal will know where they are. However, the teacher can let their principal know if they will be working outside of their regular classroom (in the library, another classroom, gym.)
2. **Pro-D In District:** If a teacher plans on being outside of their school/regular work location but is working/learning within the school district area of the Comox Valley (for example, going to another school, to a local place/business/museum doing a workshop, research, etc.) they must go into the AMS, choose Pro D In District from the *Choose a Reason* drop down menu, and indicate they will not be at their regular work location.
Please note: If a teacher plans on being a part of the whole-district February pro-d day event, an AMS entry is not necessary.
3. **Pro-D Out of District:** If a teacher plans on being out of the district for a pro-d activity, they must go into the AMS, choose Pro D Out of District from the *Choose A Reason* drop down menu, and record in the district's attendance system details for a pro-d event out of the district.

Doing so ensures 2 things:

- The Pro D Out of District AMS leave code is documentation for work liability reasons, and indicates the absence is for pro-d.
- The principal is made aware of the absence.