



# Professional Development Credit Bank & Lane Change Automation



Questions? [lanechange@psdschools.org](mailto:lanechange@psdschools.org)

# The Lane Change Process

## Where Are We Now?

PAPER PROCESS

MANUAL PSD APPROVALS

HARD TO KEEP TRACK OF EXTERNAL CREDITS

UNSURE WHEN YOU ARE READY  
FOR A LANE CHANGE



## Where Are We Going?

ONLINE PROCESS

TRACK & VIEW ALL CREDITS (PSD/UNIVERSITY) IN ONE PLACE

AUTOMATIC PSD APPROVALS

PSD CREDITS AUTOMATICALLY SYNCED FROM PD SYSTEM

EASY TO KEEP TRACK OF EXTERNAL CREDITS

UPLOAD UNIVERSITY CREDITS AS YOU EARN THEM

KNOW INSTANTLY WHEN YOU ARE READY  
FOR A LANE CHANGE

## Starting August 2020, you'll be able to:



Keep track of all credits in one location

### YOUR CREDIT BANK

- ★ PSD professional development
- ★ University credits
- ★ Other approved credits



Enter your credits for immediate approval



Know instantly when you are ready for a lane change



Apply for a lane change easily and quickly

### All in the PSD PowerSchools systems you already use

Perform  
Applicant Tracking

Employee Records  
PSD Professional Development (TrueNorthLogic)



# The **CREDIT BANK** works like a bank account



**Credit Bank** ↔ **Bank Account**

**PD completed** ↔ **Deposits**

**Lane change** ↔ **Withdraw**



# How Are We Going To Get There?

## ACTION REQUIRED FROM YOU NOW

Step 1

**LANE VERIFICATION &  
REQUEST PREVIOUS  
LANE CHANGE**

Step 2

**ESTABLISH YOUR  
CREDIT BANK**

**IMPORTANT NOTICE**

Questions? [lanechange@psdschools.org](mailto:lanechange@psdschools.org)

# how to establish your CREDIT BANK

Skip to slide 11 if you're  
done with Step 1

Step 1

LANE VERIFICATION &  
REQUEST PREVIOUS  
LANE CHANGE

1. Go to <https://psdschools.tedk12.com/records>
2. Log in with your PSD credentials  
name *without @psdschools.org + password*
3. Go to MY TASKS

MY TASKS

Needs Attention Completed

You have 2 tasks.

Type to start searching

ALL TASKS Bulk Actions:  Bulk Action Selection

TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
Lane Change Bank Step 1	[REDACTED]	Licensed Lane Change Bank Request 19-20	05/10/2020		<input type="button" value="VIEW"/>
Lane Change Bank Step 2	[REDACTED]	Licensed Lane Change Bank Request 19-20	05/10/2020		<input type="button" value="VIEW"/>

<< < 1 > >> Go to page:  Row count:  Showing 1-2 of 2

**TIP!**

When you open the form,  
you'll need to scroll up!

# Step 1

## LANE VERIFICATION & REQUEST PREVIOUS LANE CHANGE

### MY TASKS

Needs Attention

Completed



Simply hit SAVE FINAL. Then sign and submit.

If you need a copy of a previous lane change, email us at [lanechange@psdschools.org](mailto:lanechange@psdschools.org).

# Before moving to Step 2



Do you have any carryover credits from a previous lane change?



Have you completed any PSD professional development since your last lane change through December 31, 2019?



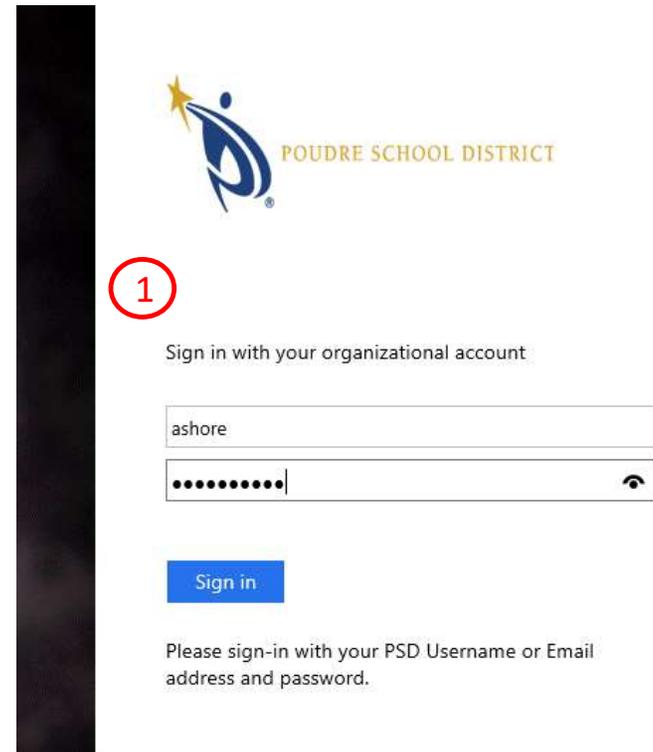
**If yes, you must gather these transcripts for Step 2**



For now, don't worry about getting university transcripts or SSP certificates. We'll add those later.

# How To Get Your PSD Professional Development Transcript

[www.psdschools.org/staff](http://www.psdschools.org/staff)



Questions? [lanechange@psdschools.org](mailto:lanechange@psdschools.org)

# How To Get Your PSD Professional Development Transcript

Welcome

## Welcome to the Poudre School District Professional Development Catalog

[Licensed Staff: Automated Lane Change Process - PD Credit Bank](#)

In preparation for the new system effective August 2020, Licensed staff must establish their "credit bank." This bank will include any carryover hours from the staff members last lane change and any lane change-approved credits that have been earned through December 31, 2019.

It is **critical** that Licensed staff complete the 2-step process as soon as possible. **Any university or lane change-approved professional development taken before December 31, 2019, and not counted by May 10, 2020, will not be applied to**

### My Courses

My Learning Opportunities [View All](#)

No learning opportunities were found.

[My Transcript](#) [Manage And Withdraw From Courses](#)

### Recommended Training

- Download your entire transcript ~ don't worry about date ranges.
- Click on Print Official Transcript.
- Save the pdf.

[Email Official Transcript](#) [Print Official Transcript](#)

Questions? [lanechange@psdschools.org](mailto:lanechange@psdschools.org)

# how to establish your CREDIT BANK

Step 2

ESTABLISH YOUR  
CREDIT BANK

1. Go to <https://psdschools.tedk12.com/records>
2. Log in with your PSD credentials  
name *without @psdschools.org + password*
3. Go to MY TASKS; click on VIEW

MY TASKS

Needs Attention **Completed**

You have 1 tasks.

Type to start searching

ALL TASKS Bulk Actions:  Bulk Action Selection

TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
Lane Change Bank Step 2	[REDACTED]	Licensed Lane Change Bank Request 19-20	05/10/2020		<input type="button" value="VIEW"/>

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**TIP!**

When you open the form,  
you'll need to scroll up!

# Step 2

## ESTABLISH YOUR CREDIT BANK

### ATTACHMENTS

Previous Lane Change

Upload a file

PSD Professional Development Transcript

Upload a file

College/University Transcript

Upload a file

- First, enter your LANE
- Upload your previous lane change (if you have done one)
- Upload your PSD PD transcript
- "Save final," sign, and "Submit"



## ESTABLISH YOUR CREDIT BANK

### \*HUMAN RESOURCE ENTRY ONLY\*

Lane change carryover hours will be converted from university semester hours to the equivalent lane change credits.

Any college/university semester (or quarter) hours submitted will be converted to the equivalent of lane change credits.

Your total bank of credits will be recorded as the equivalent of lane change credits.

Total number of carryover hours available from previous lane change.

Total number of credit hours approved from submitted PSD transcript.

Total number of credit hours approved from submitted college/university transcripts.

Total number of credit hours approved for bank.

Questions? [lanechange@psdschools.org](mailto:lanechange@psdschools.org)

#### HR will:

- Enter carryover hours from your last lane change (if applicable)
- Review your uploaded transcripts for qualifying hours and enter them

**You will then receive an email from Records.**

- Open the form again; **check your credits**
- “Save final,” sign, and “Submit”*
- You’ll receive an email; *sign the form one more time and you’re done!*

**This will establish your CREDIT BANK.**

## Where Are We Going?

### ONLINE PROCESS

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# Starting August 2020

COMING  
SOON

- Your PSD lane change-approved credits from January 2020 forward will automatically go into your credit bank
- You'll upload university credits into your credit bank
- When your credits add to 195, you can apply for a lane change

Welcome, ALLISON Shore [Sign Out](#)

PowerSchool Applications

**Per** Perform

**ATS** Applicant Tracking

**Rec** Employee Records

# Starting August 2020

COMING SOON

- Lane change applications in **EMPLOYEE RECORDS**
- **CREDIT BANK** in the PSD PD system

## Credit Bank

Type	Units	Accrued			Last Reset
		Non-Bankable	Bankable	Total	
BVSD Salary Credit	Credits	0.0	0.0	0.0	01/23/2019
Instructional Seat Time	Hours	5.0	0.0	5.0	
Leadership Credit	Credits	0.0	0.0	0.0	
University Credit	Credits	0.0	0.0	0.0	

\*Total Includes Credit Pending Survey Completion