



Following are the steps to request an Out-of-District PD in ProTraxx:

Drafting an out-of-district professional development request:

1. Log in to ProTraxx and select the “My EZTraxx” Link on the top menu:



2. On the top menu, open the “Forms” dropdown and select “My OoD PD Form”



3. Once on the Out-of-District PD page, select “Create Out-of-District PD Form.” If you need to go into a prior request, this page provides a list of previous requests.

Create Out of District Professional Development Form

4. Provide the following information in the specific fields.
 - a. OoD PD Form Name
 - b. Number is optional
 - c. Start Date
 - d. Hours
 - e. Award Type
 - f. Substitute (Yes/No)
 - g. Goals to be addressed (District, School, Department, Individual)
 - h. Type of Request (PD Approval and/or PD Absence Request)
 - i. How will this activity provide professional learning that supports the goals on your Educator Professional Growth plan? Be specific.
 - j. How will this activity support the District, School, Department and Grade Level Improvement Plan? Be specific.
 - k. Select either of the following:
 - i. **Save Out of District Professional Development Form** if you are finished (no reimbursement is needed).
 - ii. **Save and add Reimbursement** if you will be requesting reimbursement for registration, meals, travel, or lodging.

5. Reimbursement (if needed):

- a. Under the Categories dropdown, select one of the provided options (Lodging, Meals, Registration Fee, or Travel).

Category: NONE SELECTED Lodging Meals Registration Fee Travel	Estimated Cost: <input type="text"/>	Description: <input type="text"/>	<input type="button" value="Create Estimated Cost"/>
	Estimated Cost	Description	

- b. Provide an estimated cost for the respective category in the provided field.
- c. Provide a description in the provided field.
- d. Select “Create Estimated Cost”
- e. Repeat this process for all needed categories.
- f. When expected reimbursements are completed, go to the bottom of the page and select “View Course”

View Course

6. Submit your Out-of-District request for approval. Protraxx will automatically route this form to specific administrators for approval.

SUBMIT THIS OOD PD FORM FOR APPROVAL