



Got questions?

We have answers.

Be sure to check out the [Frequently Asked Questions](#) at the [ProComp website](#).

Find ProComp forms at www.denverprocomp.org.

Your ProComp Checklist

General

- Review Your ProComp Handbook and the ProComp website (www.denverprocomp.org).
- Review the *ProComp At-a-Glance* chart and consider which incentives you are eligible for and have the greatest impact on your pay.
- Consider the timing requirements for each incentive.
- Decide which incentive to pursue first, second, third, etc.

Top Performing Schools, High Growth Schools and Exceeds Expectations

- Meet with your principal or supervisor and other teachers at your school early in the year to set strategies for success.
- Work as a team throughout the year to implement these strategies.

Student Growth Objectives (SGOs)

- Review the SGO website (<http://sgoinfo.dpsk12.org/>).
- Fall: Discuss your objectives with your principal or supervisor. Enter your objectives in the system by Oct. 31.
- Remind your principal or supervisor to accept and approve the objectives by the end of November.
- Mid-Year: Review your progress with your principal or supervisor, and make any necessary adjustments as soon as possible. Make final adjustments by the Friday before Spring Break.
- Spring: Meet with your principal or supervisor to review whether the objectives have been met; principal or supervisor submits the decision electronically.

Hard to Staff Assignment and High Needs School

- Review the Hard to Staff assignments list and requirements at [Hard to Staff 2012-13](#).
- Review the High Needs Schools list at [High Needs School List](#).
- Apply for one or more assignments and secure a position.
- If necessary, document your assignment(s) by logging your time.

Professional Development Units

- Review the PDU page of the [Office of Teacher Learning and Leadership website](#).
- Register online at [PDU Registration](#) for your PDU to be eligible for future payout.

Personal and Small Group PDUs

- Attend a workshop for assistance developing your personal PDU.
- Submit fall personal PDU proposals for approval by Oct. 31.
- Submit request form and payment for DPS professional development or continuing education unit credit for fall personal PDUs by Dec. 15.
- Complete a final fall personal PDU peer review session by Dec. 15.
- Register online for spring or yearlong PDU by Feb. 15.
- Complete a final personal PDU peer review session by May 15.

School-Wide and District-Offered PDUs*PDU leader at school or district:*

- Submit a short description of school-sponsored and district-offered yearlong PDU proposals approved by the Instructional Superintendent by Oct. 31.
- Attend a workshop for assistance developing and managing your school or district-offered PDUs.

Teacher:

- Register online for spring or yearlong PDU by Feb. 15.
- Submit request form and payment for DPS professional development or CEU credit for spring or yearlong PDU by March 23.
- Have completed work reviewed by peers and approved by the PDU Leader within the timeframe determined at the time of your registration.

Student Loan Reimbursement

- Submit [Student Loan Reimbursement Request Form](#) to Payroll Services.
 - Student loans: Include a loan statement, dated within the past two months, showing your name and current balance due.
 - Tuition: Include proof that the course was completed and that you paid for the course yourself.

Tuition Reimbursement

- Prior to beginning coursework, submit the top half of the [Tuition Reimbursement Request Form](#) approved by your principal or supervisor.
- Achieve a grade of D or above, pass or satisfactory.
- Submit approved paperwork and documentation by the tenth of the month for reimbursement in your month-end paycheck.

Advanced Degrees, Licenses, and Certificates

- Review the [list of positions/recognized advanced licenses/certificates](#), to see if you have already earned or want to pursue one of these licenses or certificates NOT required for employment.
- Complete an advanced degree that is relevant to your current or proposed assignment. For proposed assignments, contact Payroll Services for more information.
- Submit completed [Employee Information Change Form](#) to Payroll Services by the tenth of the month for payment on month-end paycheck.

Comprehensive Professional Evaluation

- Review the [Leading Effective Academic Practice \(LEAP\) website](#)
- Complete evaluation annually or every three years, as appropriate.