

September 14, 2016

The following was sent to all program directors.

PD Enrollment Deadline - September 30, 2016



Dear Program Directors,

Please ensure that all of your staff have signed up for their PD choices by September 30, 2016, so they are guaranteed to get the courses they want. Beginning in October, all courses with low enrollment will be cancelled. Enrollees in a cancelled course will need to then enroll in any of the remaining open courses. Whereas, all courses would be beneficial to our instructors, we encourage staff to take as many of the offerings as time and budgets will allow. Descriptions of all courses can be found in the [PD Handbook](#).

Thank you for helping us deliver efficient and effective professional learning opportunities for your staff.

The KYAE PD Team

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