

PGS COURSE TITLE CONFIGURATION

Please note all PLOs need to use this title configuration as listed. PLOs will be denied if this protocol isn't followed. Please see specific examples in this listing.

When writing the course title use the follow configuration:

- Department name abbreviation
 - Specialized training designation
 - . Supt. Conf. Day-Superintendent Conference Day
 - . ERD -Early Release Day
 - . SIG- School Improvement Grant
- Department or Program Title
- Name of course
- Put a space before and after each dash

Examples of course titles: (All schools MUST use 3 digits, if your school has only 1 number precede it with 2 leading Zero's, if 2 digits precede it with 1 leading Zero)

School 006 - LANGUAGE! - Initial Training

CSP-School 045-Infinite Campus Training

1003a-School 307-Backwards Planning

Department Abbreviations

Department	Abbreviation
Art	ART
Bilingual	BILING
Buffalo Teacher Resource Center	BTRC
Central Office	CO
CTE	CTE
Curriculum, Assessment and Instruction	CAI
Elementary Education	EL ED
English Language Arts	ELA
English Second Language	ESL
Foreign Language	LOTE
Guidance	GUI
Health Related Services	HRS
Interactive Whiteboard	IWB
Lead Evaluator/Teacher Evaluation	APPR
Library	LIB
Math	MATH
Multilingual	MULT
Music	MUS
Office of Shared Accountability	OSA
Physical Education	PE
Pre-Kindergarten	PRE-K
Reading	READ
Science	SCI
Social Studies	SS
Special Education	SPED
Staff Development	PD
Student Support Services	SSS
Technology	IT

Please print and retain for your records. If you have clerical staff that assist in entering PLO's please see that they get a copy of this announcement.

Staff Development
816-4600 or pgshelp@buffaloschools.org

Thank you.