

Registration Information

How To Register

FCPS full- or part-time contracted employees (eligible for employee benefits) can register online. Noncontracted employees who must pay course tuition cannot register through the online system.

Two Ways to Register

Online

To register online go to www.fcps.edu/plt/MyPLT/index.html and follow registration instructions.

Manual (Walk-in only)

FCPS full- or part-time contracted employees (eligible for employee benefits) and non-contracted employees who must pay tuition (employees on leave of absence or hourly paid temporary employees) can register using the manual method.

If you must pay tuition, bring a check with the proper amount (\$10 for each class hour listed). Make check payable to Fairfax County Public Schools. We are located at the Dunn Loring Center, 2334 Gallows Road, Dunn Loring, VA 22027. Please enter through Entrance 2 and come to the Information Room on the first floor.

Drop Procedures

You must drop a class at least two days prior to the first meeting.

Drop Online At My PLT

To drop a course online, go to My PLT at www.fcps.edu/plt/MyPLT/index.html and follow instructions.

After logging onto My PLT, go to the MY COURSES tab, select the course that you want to drop and then click WITHDRAW. An e-mail withdraw request is automatically sent to you (within one business day) indicating your successful drop of the course.

Course Drop Contacts

Department of Professional Learning & Accountability

Dunn Loring Center
2334 Gallows Road
Dunn Loring, VA 22027
Fax: 703-204-3815
E-mail: myplt@fcps.edu

Eligibility For Tuition

During FY 2010, all contracted employees (full and part-time) of Fairfax County Public Schools who are eligible for other employee benefits are also eligible for tuition assistance for contract courses. Tuition assistance will be provided, in accordance with Regulation 4032.1 for all contract courses taken. This means that contracted employees can register for any of the courses advertised in the support services ACCESS catalogs at no cost.

The Department of Professional Learning and Accountability also helps contracted support employees with their tuition in the apprenticeship training program through the FCPS Adult and Community Education apprenticeship programs. All support services employees not required to hold a college degree for their position may be reimbursed for up to 45 hours of FCPS Adult Education credit or one three-semester hour undergraduate college credit course.

Who Do I Call if I Have Questions about Tuition Reimbursement?

Call the Department of Professional Learning and Accountability at 703-204-3905.