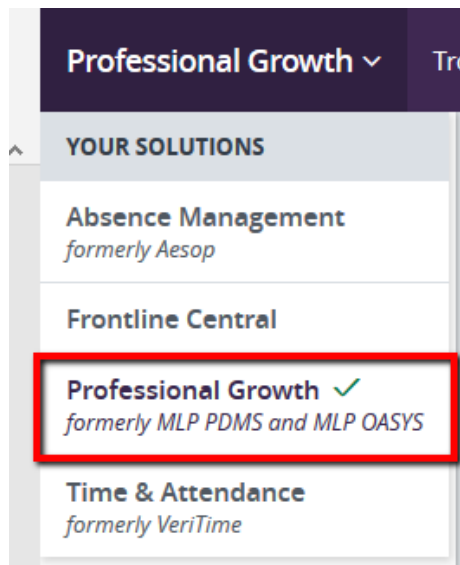


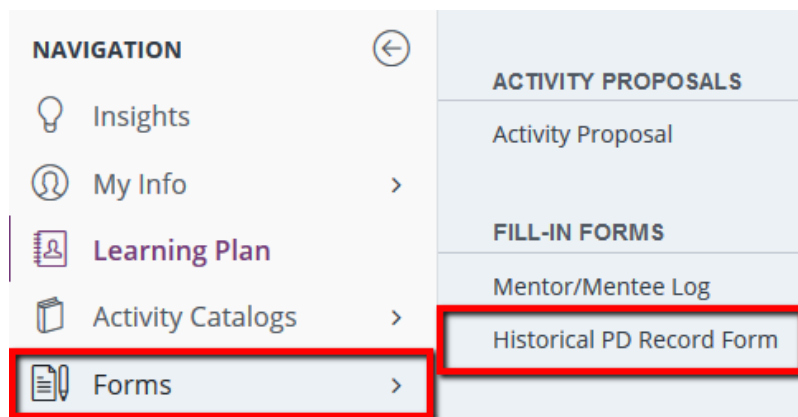
## Frontline - How to Register for OUT-OF-DISTRICT Professional Learning Activities

Log in to Frontline, on the top left, select **Professional Growth** from the drop-down menu.



**How to enter an out-of-district professional learning activity:**

Click on **Forms**, then click on **Historical PD Record Form**.



Fill in the fields in the **Historical PD Record Form** (see below). Fields outlined in red are required fields.

**Historical PD Record Form**

Used to display previously completed PD imported to MyLearningPlan  
Note: Some details may be missing or incomplete.

**Historical Information**

Activity Title

Activity Description

Characters left **2048**

**Dates/Times/Location**

StartDate (mm/dd/yy)

End Date (mm/dd/yy)

**Provider**

Provider

If not on list, enter here

Total Hours

**Goal(s) and Objective(s)**

Select At Least One District Objective

**Goal : Cultivating a Collaborative Culture**

- Capacity Building
- Cooperative Decisions
- Highly Effective Teams
- Deepening Learning**

**Deepening Learning**

- Ambitious Outcomes for All Students
- Engaged Learners
- Innovative Practice

**Focusing Direction**

- Clarity of Strategy
- Continuous Reflection
- Meaningful Goals

**Purpose(s)**

Select a Purpose(s)

- Annual Professional Development
- New Teacher Professional Development (90 hours req)

**Supporting Documentation**

Please attach proof that this activity has been completed. Files must first be uploaded to your personal FILE LIBRARY before they can be attached here.

Please attach files here:

**Finish**

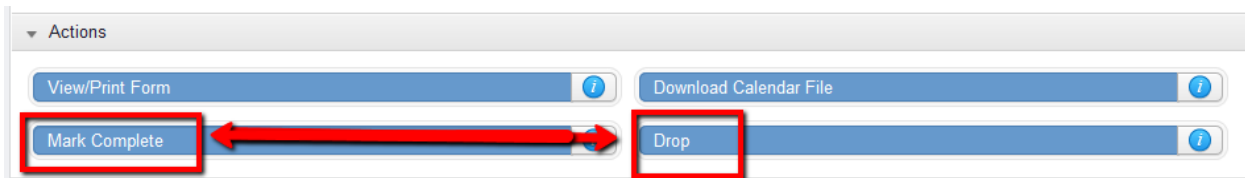
Attach proof of completion, if needed.

Click the **Submit** button when finished.

**\*\*Very important\*\***

This is a record to be completed *after* attending the event. This is *not* your request for approval to attend. At this time, please use the paper **TSD Conference Application** to request approval to attend any out-of-district event.

After the activity occurs, you need to indicate if you attended or did not attend by clicking the **Mark Complete** or **Drop** button for the activity.



After you click the **Mark Complete** button, the system administrator will need to finalize the professional learning credit hours.

Finalizing the hours is done throughout the school year so it is imperative that you mark your hours as soon as possible after the activity.