

# ENTERING PROFESSIONAL DAY REQUESTS IN

Frontline-Professional Growth, formerly known as MLP PDMS and MLP OASYS or simply...

**MLP**

# MLP

What is MLP?

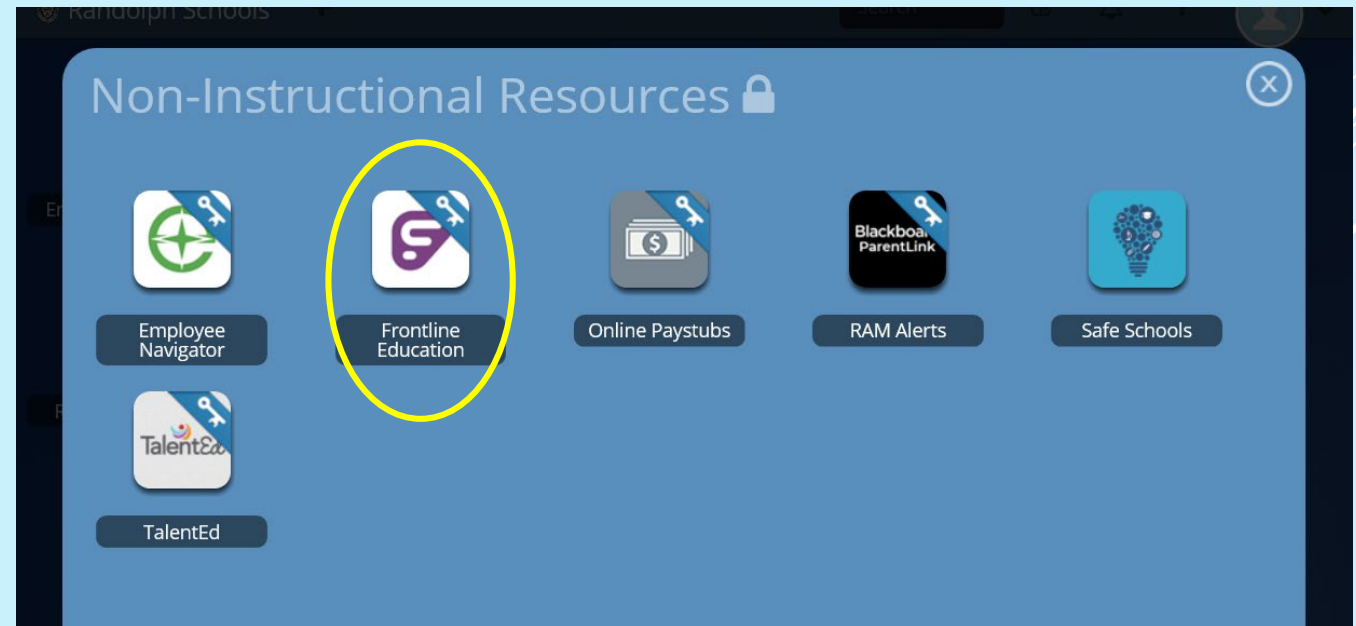
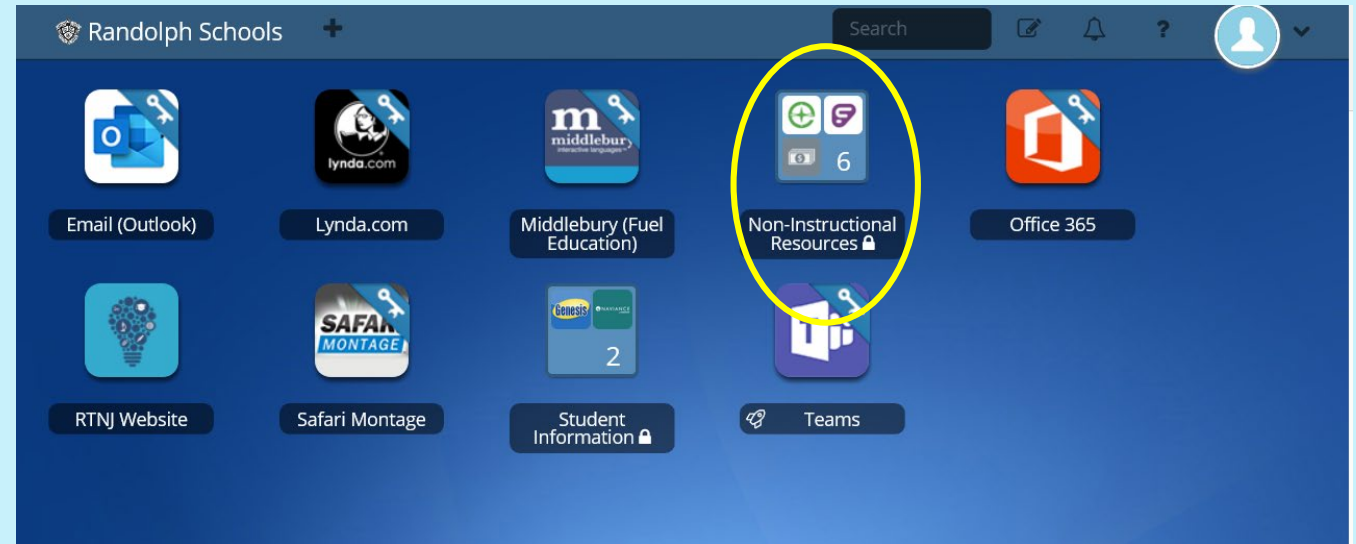
It is part of the Frontline suite of products used by the district to manage your evaluations (covered separately) and ***professional development days.***

**Step One:** Log into MLP directly at [www.mylearningplan.com](http://www.mylearningplan.com)

- Your user name is your district email address
- Your password is your district password

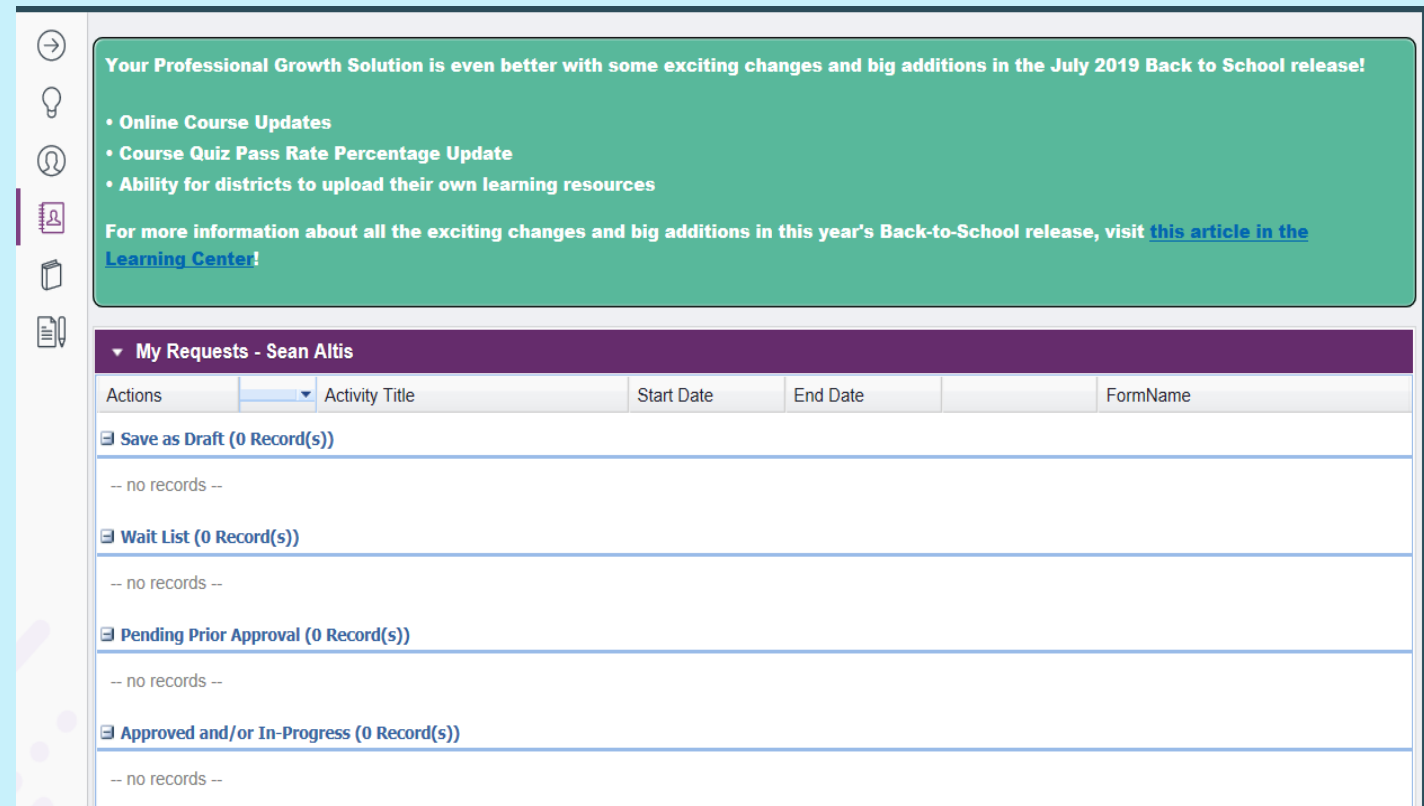
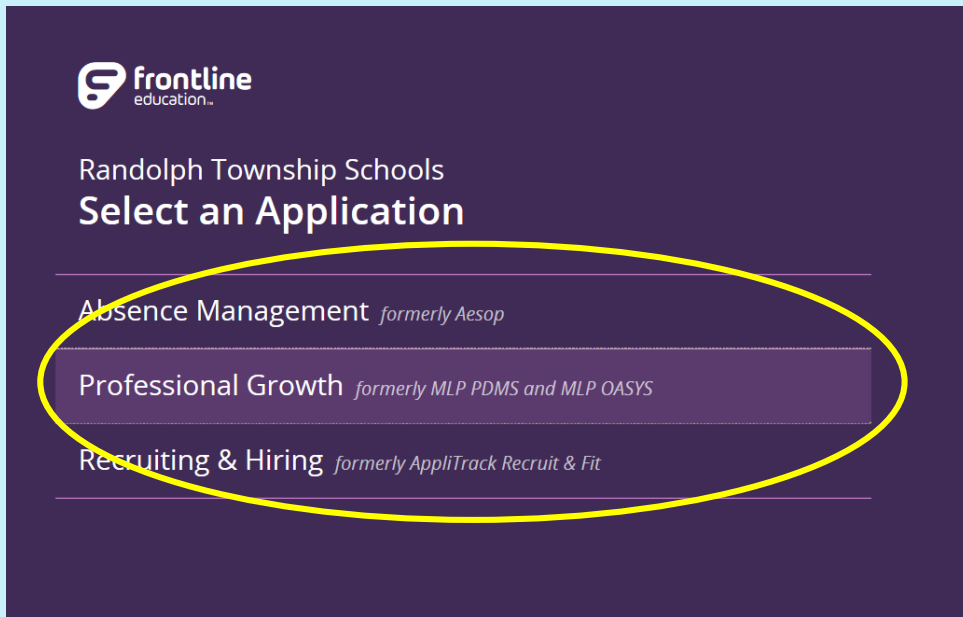
or through <http://classlink.rtnj.org/>

- If signing on through Classlink, select the Non-Instructional Resources option.
- Then select Frontline Education



## Step Two: Select Professional Growth

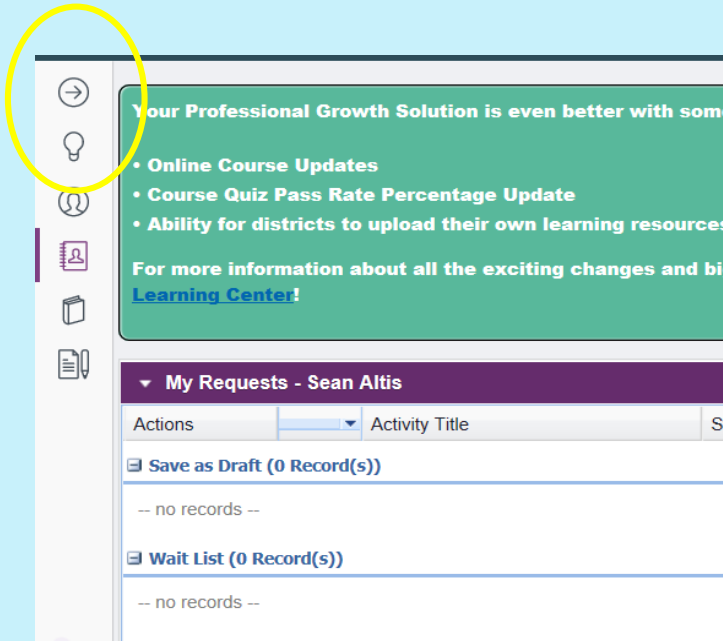
Your initial screen should look similar to screen shot below



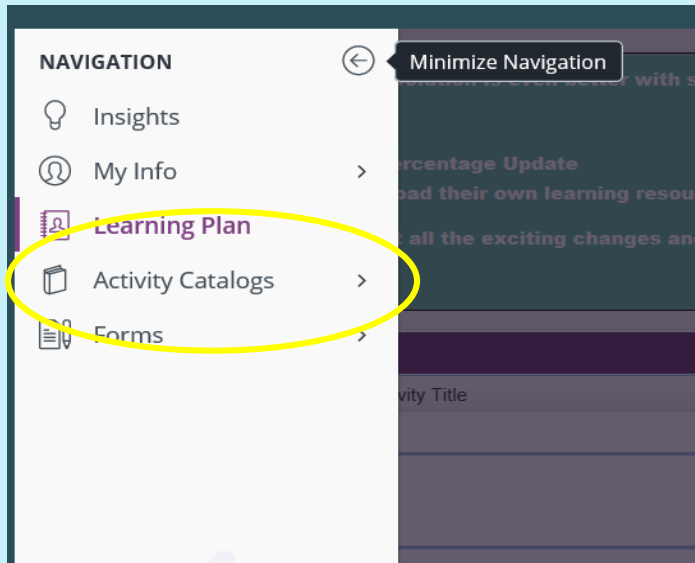
## **Step Three:** Determine if the Professional Development (PD) activity you want to attend is part of our District Catalog

The district catalog contains professional development activities (workshops, in-services, trainings) that

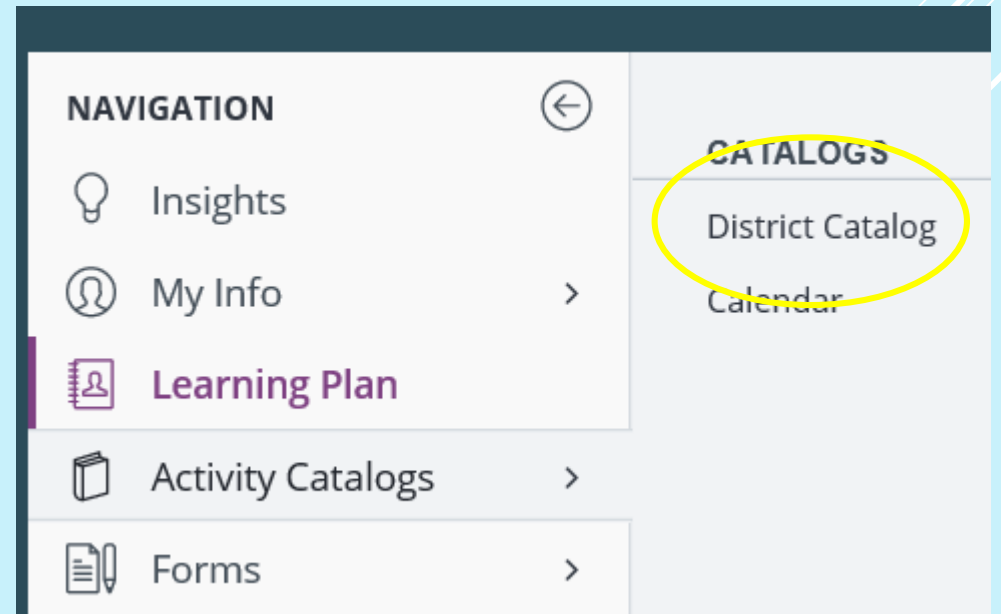
1. Primarily take place ***in-district***
2. Usually have no associated costs for attendees (no registration fees, mileage reimbursement, etc.)
3. Have substitute costs (which are paid by the district)



- To find the District Catalog, click the arrow in the upper left corner of the screen to maximize your Navigation Menu



- Select Activity Catalogs
- Select District Catalog



- Your supervisor will usually advise you that there is course in the District Catalog which they want you to attend, or
- You may receive an email notification that a new course has been added to the District Catalog
  - You can modify your notification settings under My Info, My User Profile, PLM Email Notification Preferences, New Activity Notification

**PLM Email Notification Preferences**

If your organization uses MyLearningPlan's Professional Learning Management System, select your email notification preferences.

New Activity Notification	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Approval Status Changes	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Upcoming Activities Reminder	<input checked="" type="radio"/> Yes	<input type="radio"/> No
TeamRoom Postings	<input checked="" type="radio"/> Yes	<input type="radio"/> No
# days prior to ActivityStart Date (Max=14)	<input type="text" value="5"/>	
Email Address	<input type="text" value="maltis@rtnj.org"/>	
HTML Formatted Message ?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Courses are listed in chronological order by date

- You can also Search by terms, dates, etc.

Click on the title of the course you want to take; course titles are in blue

**Catalog: Randolph Township School District**

Search Options

Search Term(s)

All Events  All Programs

Between:  and

Advanced Search Options

Search Results (1 - 7 of 7)

**[1. Office Essentials: Teams, OneNote & Forms](#)**  
Program: District Catalog  
Dates: 9/24/2019  
For elementary, middle, and high school teachers. This is a session that will explore in detail essential Microsoft apps to help manage your classroom content and increase engagement with students. Teams, OneNote, and Forms are powerful tools; this session will provide guided instruction from Microsoft experts along with time to curate your own content. If signing up for more than one event in this training series, please consult your direct supervisor first. Enrollment is limited. There is no registration cost to attend. Please calculate mileage and include the amount when submitting this request for approval. Workshop time is 9:00AM to 3:00PM with lunch on your own. The workshop takes place at the Microsoft Store at Bridgewater Commons. Please check to confirm you have substitute coverage (if needed) before attending. Any questions, please contact Krystn Cedzidlo at the Board Office.  
Hours: 6 | Enrolled: 9/12 | Wait: 0/5

**[2. Office Essentials: Teams, OneNote & Forms](#)**  
Program: District Catalog  
Dates: 10/22/2019  
For elementary, middle, and high school teachers. This is a session that will explore in detail essential Microsoft apps to help manage your classroom content and increase engagement with students. Teams, OneNote, and Forms are powerful tools; this session will provide guided instruction from Microsoft experts along with time to curate your own content. If signing up for more than one event in this training series, please consult your direct supervisor first. Enrollment is limited. There is no registration cost to attend. Please calculate mileage and include the amount when submitting this request for approval. Workshop time is 9:00AM to 3:00PM with lunch on your own. The workshop takes place at the Microsoft Store at Bridgewater Commons. Please check to confirm you have substitute coverage (if needed) before attending. Any questions, please contact Krystn Cedzidlo at the Board Office.  
Hours: 6 | Enrolled: 0/12 | Wait: 0/5

© 2019



▼ Activity Registration

▼ Details

**Teaching Poetry to Transform Thinking About Writing-Penny Kittle**

Program: District Catalog  
 Dates: 1/15/2019

**New**

▼ 1 Meeting(s)

#	Date	Time	Location
1.	Tue Jan 15, 2019	8:00 am to 3:00 pm	RMS

This workshop will aid ELA staff in teaching poetry

Hours: 6 | Enrolled: 0/6 | Wait: 0/0

---

Purposes: Professional Development

Categories: All

Goals: All students will be able to apply knowledge and skills for succe  
 Create an exemplary learning community whose graduates are prepar

Buildings: Randolph MS

Departments: All

Grades: All

Groups: All

Instructors: Lisa DiAgostino ([ldiagostino@rtnj.org](mailto:ldiagostino@rtnj.org))

Registration Options: **Request Approval**

This will bring up an “Activity Registration” page with more detailed information on the “activity.”

If this is the activity you want to attend, click the Request Approval button.

This will bring up a Request to Attend form for you to complete (next slide).

### Request To Attend In-District Professional Development

Title of meeting, workshop or event:

How do you plan to share this information with colleagues?

# of Meetings:  ▼

MeetingDate 1

Meeting 1 Date:

Start & End Time:  :00 To  :00

Location:

Sub Needed for Date #1:  Yes  No

Absence Period1:  FULLDAY  AM  PM  No Absence

Absence Management Notes to Admin:

### Provider

Provider:

If not on list, enter here:

Complete the “Request to Attend In-District Professional Development Form.”

The majority of the form will be pre-populated with the activity information:

- Date(s)
- Time(s)
- Location(s)
- Provider

Fields outlined in red are mandatory for you to complete (i.e., How do you plan to share the information?).

You will need to indicate if you need a sub and for what “Absence Period:”

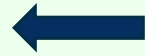
- Full Day
- AM Only
- PM Only
- No Absence (if the course is after hours or on a day when school is not in session)

Estimated Sub Costs - All funding information below MUST be completed. If no cost, enter 0.

Please total sub costs - (ex: 2 full days=\$206)

Substitute Cost-(\$103/full day, \$51.50/half day)

\$ 0



### Goal(s) and Objective(s)

Select At Least One District Objective - NOTE: To view goal, click on the sentence. Click Close or X to Exit. Do not choose BACK!

Goal : Pursue Academic Excellence

All students will be able to apply knowledge and skills for succe

Goal : Sustain Positive Learning Environments

Ensure every student has access to a safe and secure teaching, le

Goal : Enhance Organizational Effectiveness

Develop, support, and retain effective teachers and school leader

Goal : Promote Innovation

Create an exemplary learning community whose graduates are prepar

### Comments

Comments - OPTIONAL



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You will need to input sub costs if applicable

- \$103 per day (include total for all days), for example:
  - 2 full days: \$206
  - 3 full days: \$309
- \$51.50 for a half day

Goals and objectives are already completed by the supervisor/instructor who created the activity

Comments are optional--if you have special sub requirements, please indicate here (i.e., Only need coverage for 1 period, etc.)

## Electronic Signature

In lieu of my signature, by selecting I agree, I agree to confirm my request has been approved and sub coverage obtained before attending the activity.

--- Click To Select ---



## ADMIN SECTION ONLY

ADMIN: Date of Board Approval

ADMIN: Substitute Account #

Choices for the text box below: IDEA, NCLB Title IA, NCLB Title IIA, NCLB Title III, NCLB 3M

ADMIN ONLY:Entitlements  
(please enter in one of those listed above here)

## Finish

Submit

You will need to complete the Electronic Signature agreeing to the following statement:

*"In lieu of my signature, by selecting I agree, I agree to confirm my request has been approved and sub coverage obtained before attending the activity."*

The Admin Section Only will be completed by a supervisor or administrator

In the Finish section, click on Submit button to begin the approval routing in MLP.

Your request will need to be approved by the following people in MLP:

- Your Supervisor
- Your Building Principal
- The Director of Secondary or Elementary Education
- Krystn Cedzidlo, Central Office, ext. 8102
  - Adds request to board motions for approval
- Alyssa Koenig, Central Office, ext. 8231
  - Transfers request to AESOP for absence tracking and to obtain sub coverage

***Remember, it is your responsibility to check and make sure your request is approved and you have sub coverage before attending.***

- ***Make sure your request is routing for approval well before the actual date of the activity***

# How to check the routing status of your request in MLP:

The screenshot displays the MLP interface. At the top, a red bar labeled "Attention Required" contains two "HIBster Training" entries. The first entry has a warning icon and the message "This request has an error. Please fix the error immediately." with "Fix Form" and "Drop" buttons. The second entry has a warning icon and the message "This request has been returned to you for more information" with a "More Info" button. To the right of the second entry, it shows "Dates: 09/11/2014", "Status: Prior Approval - More Info", and "Note: More Info Required". Below this is a purple bar labeled "My Requests - Heather Reilly", which is circled in yellow. Underneath is a table with columns: Actions, Activity Title, Start Date, End Date, and FormName. The table has three sections: "Save as Draft (0 Record(s))" with "-- no records --", "Wait List (0 Record(s))" with "-- no records --", and "Pending Prior Approval (0 Record(s))" with "-- no records --".

Log into MLP and check the information under your “Learning Plan” tab:

If you have anything listed under the “Attention Required” bar, please click the appropriate button to address the issue:

- Fix Form
- Drop
- More Info


All other requests will fall under the “My Requests” bar in one of the following sections...

## Sections under the “My Requests” bar are:

- Save as Draft
- Wait List
- Pending Prior Approval
- Approved and/or In-Progress

My Requests - Heather Reilly					
Actions	Activity Title	Start Date	End Date		FormName
<b>Save as Draft (0 Record(s))</b>					
-- no records --					
<b>Wait List (0 Record(s))</b>					
-- no records --					
<b>Pending Prior Approval (0 Record(s))</b>					
-- no records --					
<b>Approved and/or In-Progress (6 Record(s))</b>					
<a href="#">Manage</a>	Registration Function Test	12/07/2017	12/07/2017		***Request to Attend In-District Professional Development
<a href="#">Manage</a>	MyLearningPlan PDMS Training	10/18/2017	10/18/2017		***Request for Permission to Attend Professional Meeting
<a href="#">Manage</a>	TEST - Pennsylvania Institute for Instructional Coaching	10/13/2014	10/15/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<a href="#">Manage</a>	Pennsylvania Institute for Instructional Coaching	10/13/2014	10/15/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<a href="#">Manage</a>	Pennsylvania Institute for Instructional Coaching	10/13/2014	10/15/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<a href="#">Manage</a>	Pennsylvania Institute for Instructional Coaching	10/13/2014	10/15/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<b>Instructor Has Confirmed Attendance (0 Record(s))</b>					

- Instructor Has Confirmed Attendance
- Awaiting Final Credit
- Denied
- Recently Completed

<b>Instructor Has Confirmed Attendance (0 Record(s))</b>					
-- no records --					
<b>Awaiting Final Credit (1 Record(s))</b>					
<a href="#">Manage</a>	MLP	08/10/2015	08/10/2015		Request for Permission to attend Professional Meeting (RET 1-2016)
<b>Denied (1 Record(s))</b>					
<a href="#">Manage</a>	 Pennsylvania Institute for Instructional Coaching	10/13/2014	10/15/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<b>Recently Completed (5 Record(s))</b>					
<a href="#">Manage</a>	Test 5-Checking Marking Complete	10/19/2017	10/19/2017		In-District PD Request Form (subs)
<a href="#">Manage</a>	Pennsylvania Institute for Instructional Coaching	04/22/2015	04/24/2015		Request for Permission to attend Professional Meeting (RET 1-2016)
<a href="#">Manage</a>	HIBster Training3	09/11/2014	09/11/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<a href="#">Manage</a>	HIBster Training4	09/11/2014	09/11/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<a href="#">Manage</a>	HIBster Training2	09/11/2014	09/11/2014		Request for Permission to attend Professional Meeting (RET 1-2016)
<a href="#">View My Portfolio</a> for full list					

# What does it mean if your request is under...

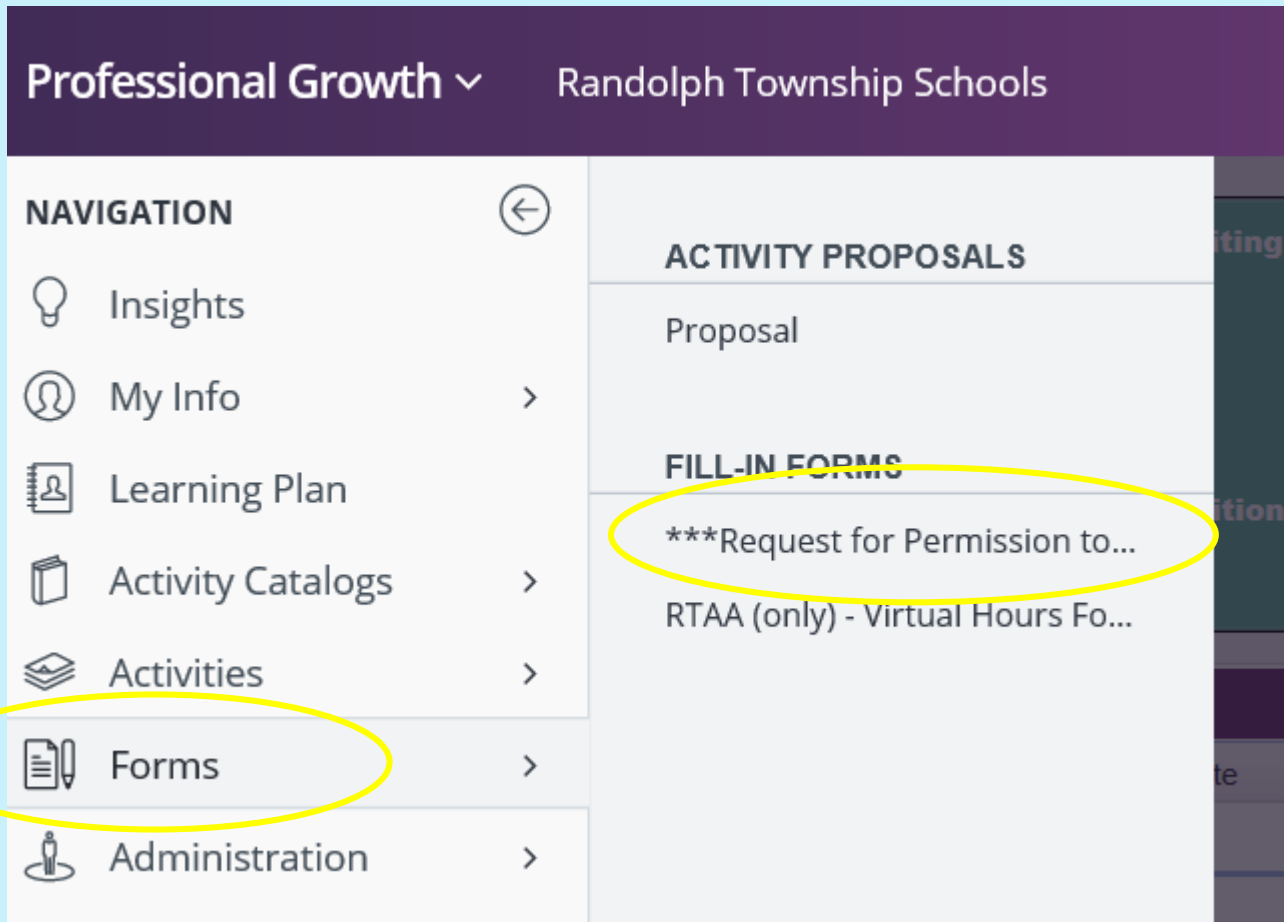
- **Save as Draft**
  - The request has not been submitted
  - Click “Manage” next to the Activity Title and submit again
- **Wait List**
  - The activity or course is full, but you are on a wait list if anyone cancels
- **Pending Prior Approval**
  - The request is still routing for approval
  - Click Manage next to the activity name
  - Under approval status, “pending” will appear next to the name of the next person to approve
    - Follow up with that person directly if needed
- **Approved and/or In-Progress**
  - The request has completed its “prior approval” routing in MLP
  - The request has been transferred to AESOP
  - Please check in AESOP to see if you have sub coverage



# What does it mean if your request is under (continued)...

- **Instructor Has Confirmed Attendance**; not frequently used
- **Awaiting Final Credit**
  - The activity has taken place and you have marked it “Complete”
  - It is being routing for “final” approval; this is different than prior approval
  - Once it has finished routing through “Final Approval” it will transfer to Recently Complete
  - No action is need by you unless contacted by a final approver
- **Denied**
  - Someone in the approval routing has denied the request
  - Click the manage button to determine who denied the request
    - Follow-up with that person directly
- **Recently Completed**
  - Completed
  - No action required

# PROFESSIONAL DEVELOPMENT ACTIVITIES NOT IN THE DISTRICT CATALOG



For any activity not in the District Catalog, please use the \*\*\*Request for Permission to Attend Professional Meeting form

- Select Forms, then under Fill-in Forms select the \*\*\*Request for Permission to Attend Professional Meeting form
- Note: it only shows on the menu as “\*\*\*Request for Permission to...”

# WHEN TO USE THE \*\*\*REQUEST FOR PERMISSION TO ATTEND PROFESSIONAL MEETING FORM?

- Use this form for any activity not in the District Catalog
- Use this form for professional development activities (workshops, trainings, conferences, meetings) taking place out-of-district
- Use this form for any activities where you incur costs needing reimbursement (registration fees, mileage, etc.)
- Use this form for activities where a sub is required even if there are not other costs
- Please note that district policy is that employees pay all costs (except sub costs) and are reimbursed after the activity takes place

**IMPORTANT:** REQUESTS MUST BE SUBMITTED **30 DAYS** BEFORE THE NEXT **WORK SESSION** OF THE BOARD OF EDUCATION WHICH IMMEDIATELY PROCEEDS YOUR ACTIVITY DATE. THE SCHEDULE OF BOARD MEETINGS CAN BE FOUND ON [WWW.RTNJ.ORG](http://WWW.RTNJ.ORG).

For example, if you want attend a conference on 10/21/19.

You check the schedule of board meetings on the district website and determine which of the upcoming meetings (Work Sessions) immediately precedes your conference:

- In this case it is the 10/15/19 Work Session
- ***Therefore, you must submit your MLP request to attend your conference at least 30 days before the 10/15/19 meeting which would be on or before 9/14/19***

**Request for Permission to attend Professional Meeting**

Title of Conference, convention, meeting, workshop or event:

Activity Format:

**TRAVEL DAYS MUST BE INCLUDED IN ORDER TO BE REIMBURSED FOR EXPENSES INCURRED ON TRAVEL DAYS!**

**Requests must be submitted 30 days before the Business Session of the Board of Education that immediately precedes the dates of your activity.**

**Dates for BOE meetings can be found here: [Board Meeting Calendar](#)**

# of Meetings:

**MeetingDate 1**

Meeting 1 Date:

Start & End Time:  To

Location:

Sub Needed for Date #1:  Yes  No

Absence Period1:  FULLDAY  AM  PM  No Absence

Location of Absence1:

Absence Management Notes to Admin:

- Click on “\*\*\*Request for Permission”
- Complete the Request for Permission to Attend Professional Meeting Form
- Items in red are required
- “# of Meetings” actually refers to the number of days
  - Remember to include travel days if needed
  - Include all days, even if sub coverage will not be needed on those days
- “Location” refers to where the activity takes place
- “Location of Absence” is where you work/will need a sub
- Meeting Date, Start and End Time, Location, Sub Needed, Absence Period, and Location of Absence will need to be completed for each day of your activity

Relation to Instructional practice

How does this meeting relate to your Professional Learning Plan and/or school and district goals? How will this meeting help you affect instructional practice? (Attach relative information to this meeting, if available)



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How do you plan to share this information with colleagues?



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Provider

Provider

If not on list, enter here

Estimated Costs - All funding information below MUST be completed. If no cost, enter 0.

Registration Fee

- Answer the two questions in the “Relation to Instructional Practice” section
- Select a provider
  - If not listed, please use “Other”
- Complete the Estimated Costs section
  - Registration fee; if none, enter 0

## HOTEL

If the conference/event is at a stadium or convention center and has multiple recommended hotels, there is no "official" hotel, and reimbursement will be at the per diem rate. A "headquarters" hotel is NOT an "official" hotel.

HOTEL NAME

Is this the

- YES  
 NO

Estimated Room

Estimated Meals

In-State: only meal & lodging expenses as defined by a NJ Approved Waiver are allowed-please upload this documentation into your MLP File Library.

Out-of-State: Go to [www.gsa.gov](http://www.gsa.gov) for allowable meal & lodging expenses (please upload this information into your MLP File Library)

Enter TOTAL hotel costs, not nightly rate.

- Complete the Estimated Costs section (continued)
- Hotel
  - This is a required field
  - Enter n/a if not applicable and select NO for not the site if the workshop
  - Enter an amount for estimated room costs; enter 0 if not applicable
  - Enter an amount for estimated meal costs; enter 0 if not applicable

- Use [www.gsa.gov](http://www.gsa.gov) to determine allowable per diem amounts for lodging and meals
  - Print out your per diem allowances and save in your MLP File Library
- Note that meals and lodging within New Jersey are generally not reimbursable unless there is a waiver from the NJ DOE Commissioner

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If the conference/event is at a stadium or convention center and has multiple recommended hotels, there is no "official" hotel, and reimbursement will be at the per diem rate. A "headquarters" hotel is NOT an "official" hotel.

HOTEL NAME

Is this the

- YES  
 NO

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Out-of-State: Go to [www.gsa.gov](http://www.gsa.gov) for allowable meal & lodging expenses (please upload this information into your MLP File Library)

Enter TOTAL hotel costs, not nightly rate.

- Hotel (continued)

- Reimbursement for lodging for overnight travel, out-of-state or in-state as authorized by the NJ DOE Commissioner, may exceed the Federal per diem rates **IF** the hotel is the site of the convention, conference, seminar or meeting and the hotel rate is in excess of Federal per diem rates. NJ Department of Education waivers authorizing in-state lodging or meal reimbursement must be uploaded into MLP along with the initial request to attend.



## HOTEL

If the conference/event is at a stadium or convention center and has multiple recommended hotels, there is no "official" hotel, and reimbursement will be at the per diem rate. A "headquarters" hotel is NOT an "official" hotel.

HOTEL NAME

Is this the

YES

NO

Estimated Room

Estimated Meals

In-State: only meal & lodging expenses as defined by a NJ Approved Waiver are allowed-please upload this documentation into your MLP File Library.

Out-of-State: Go to [www.gsa.gov](http://www.gsa.gov) for allowable meal & lodging expenses (please upload this information into your MLP File Library)

Enter TOTAL hotel costs, not nightly rate.

- **In-state** overnight hotel stays prior to the conference start date or after the conference end date will NOT be reimbursed. (i.e. checking into Atlantic City hotel the night before conference begins or checking out the day after the conference has ended)
- Room upgrades and state taxes will not be reimbursed. You must specify the site of the convention, conference, seminar or meeting in My Learning Plan.
- If the conference/event is at a stadium or convention center and has multiple recommended hotels, there is no "official" hotel, and reimbursement will be at the per diem rate. A "headquarters" hotel is not an "official" hotel.

## HOTEL

HOTEL NAME

Is this hotel the same hotel as the workshop is being held

 YES NO

Estimated Room

Estimated Meals

## Mileage

**Valid/Current Auto Insurance card must be attached when marking complete in order for reimbursement.**

Auto Travel MapQuest @  
\$.31/mile

## Transportation/Other:

**Airport shuttles must be utilized to and from hotel if provided.**

Estimated Tolls/Parking

Other costs

**Please total sub costs per day-(ex: 2 full days=\$206)**

Substitute Cost-(\$103/full day, \$51.50/half day)

- Complete the Estimated Costs section (continued)
- Mileage
  - Mileage is reimbursed at \$0.31/mile
  - Remember to estimate mileage both to and from the event
  - Remember to include mileage for all days if the event takes place for more than 1 day
  - Reimbursement notes:
    - You must provide Google Maps (and Google Maps **only**), step-by-step directions when submitting for reimbursement
    - You must also include a copy of your auto insurance card showing coverage on the activity dates when submitting for reimbursement
  - Enter 0 if not applicable

## HOTEL

HOTEL NAME

Is this hotel the same hotel as the workshop is being held

YES  
 NO

Estimated Room

Estimated Meals

## Mileage

**Valid/Current Auto Insurance card must be attached when marking complete in order for reimbursement.**

Auto Travel MapQuest @  
\$.31/mile

## Transportation/Other:

**Airport shuttles must be utilized to and from hotel if provided.**

Estimated Tolls/Parking

Other costs

**Please total sub costs per day-(ex: 2 full days=\$206)**

Substitute Cost-(\$103/full day, \$51.50/half day)

- Complete the Estimated Costs section (continued)
- Transportation/Other
  - Enter costs for tolls/parking, other costs and sub costs; enter 0 if not applicable
  - Other costs:
    - If you are flying, this is where you enter estimates for airfare
    - If flying, please upload to your MLP File Library a document with 3 different quotes from 3 different online vendors (Priceline, Expedia, etc.)
      - These must be submitted before your request can be approved
      - Please note in the comments section that you have uploaded the quotes
      - See “How to Upload Documents into your File Library in MLP” for detailed instructions
    - Use this for shuttle costs, taxis etc.
- Remember to enter TOTAL sub costs

## Payment

Payment Type

--- Click To Select ---



## Goal(s) and Objective(s)

Select At Least One District

Objective - NOTE: To view goal, click on the sentence.

Click Close or X to Exit. Do not choose BACK!

**Goal : Pursue Academic Excellence**

All students will be able to apply knowledge and skills for succe

**Goal : Sustain Positive Learning Environments**

Ensure every student has access to a safe and secure teaching, le

**Goal : Enhance Organizational Effectiveness**

Develop, support, and retain effective teachers and school leader

**Goal : Promote Innovation**

Create an exemplary learning community whose graduates are prepar

## Comments

Comments - OPTIONAL



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## Electronic Signature

In lieu of my signature, by checking the I agree box, I acknowledge reimbursement cannot exceed total estimated expenses stated on this form submission.

I AGREE



- Complete the Payment section
  - Substitute coverage cost only
  - No cost
  - Participant pays and is reimbursed on successful completion
    - Use this even if the only cost is mileage
- Complete the Goals and Objectives section
  - Select which of the district goals are related to this activity
  - If you click on the goal in blue text the full description will come up
- Complete the comments section if there is additional information you want to share
- Complete the Electronic Signature section agreeing to the following:
  - *In lieu of my signature, by clicking the "I Agree" box, I acknowledge reimbursement cannot exceed total estimated expenses stated on this form submission.*

form submission.

### ADMIN SECTION ONLY

ADMIN: Date of Board  
Approval

ADMIN: Registration  
Account #

ADMIN: Travel Account #

ADMIN: Substitute Account  
#

Choices for the text box below: IDEA, NCLB Title IA, NCLB Title IIA, NCLB Title III, NCLB 3M

ADMIN ONLY:Entitlements  
(please enter in one of  
those listed above here)

### Finish

Submit

Save as Draft



- ADMIN SECTION ONLY

- Your supervisor or building principal will complete this section; please leave it blank

- Finish Section

- You can also “Save as Draft” if it is not complete yet
- You must click on the **Submit** button to start routing your request for approval

Like when using the District Catalog, your request will need to be approved by the following people in MLP:

- Your Supervisor
- Your Building Principal
- The Director of Secondary or Elementary Education
- Krystn Cedzidlo, Central Office, ext. 8102
  - Reviews all requests; adds request to board motions for approval if necessary
- Alyssa Koenig, Central Office, ext. 8231
  - Transfers request to AESOP for absence tracking and to obtain sub coverage

**Remember, it is your responsibility to check and make sure your request is approved and you have sub coverage before attending.**

- **Make sure your request is routing for approval well before the actual date of the activity**
- **Also make sure your activity has been board approved before incurring costs or attending**

# QUESTIONS

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Please don't hesitate to contact me with any questions or if you need assistance.

Other Resources:

- How to Upload Documents into Your File Library in MLP
- How to “Mark Complete” a Professional Development Day in MLP”
- 2019-2020 Instructions for PD Reimbursement