


Approve a Frontline Out of District/Conference Request Form FOR ADMINISTRATORS & DIRECTORS

Go to www.tomballisd.net and click the **Staff Resources** link to access the **ClassLink** single sign on page. Login to Classlink and click on the **Frontline** icon.

- Select **Professional Growth**

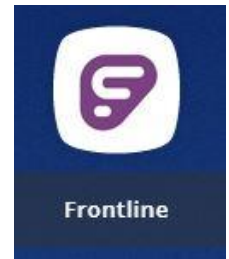
frontline
education

Tomball ISD
Select an Application

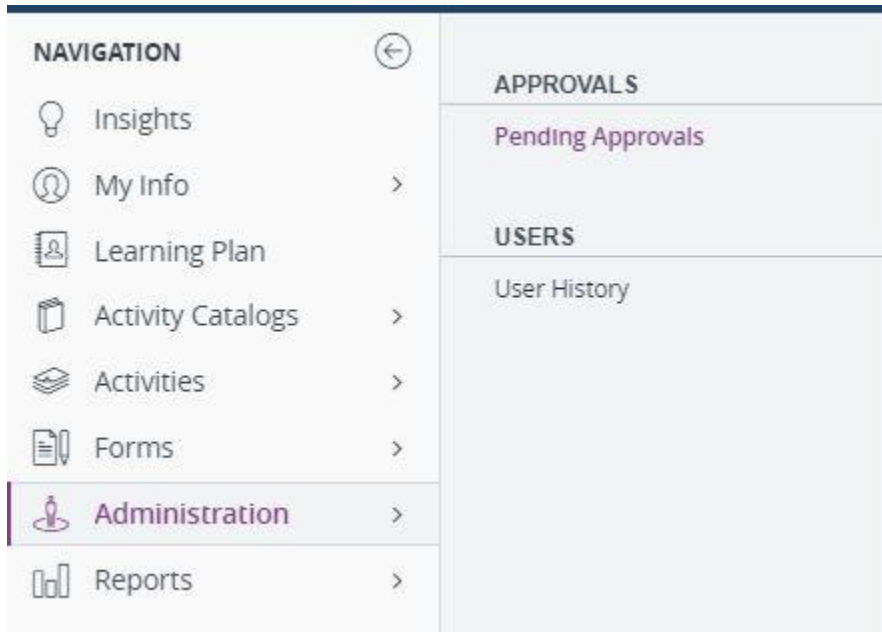
Absence Management *formerly Aesop*

Frontline Special Education & Interventions V3 *formerly eSTAR V3*

Professional Growth *formerly MLP PDMS and MLP OASYS*



- Select **Administration**



<p>NAVIGATION ⏪</p> <ul style="list-style-type: none"> 💡 Insights 👤 My Info > 📅 Learning Plan 📁 Activity Catalogs > 📚 Activities > 📄 Forms > 🏛️ Administration > 📊 Reports > 	<p>APPROVALS</p> <p>Pending Approvals</p> <hr/> <p>USERS</p> <p>User History</p>
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- Select **Pending Approvals**

- Approval Types:

Proposals Pending Approval	
Submitted by	Activity Title
--- No Records ---	

Forms Pending Prior Approval by Soha Explore	
Submitted by	Activity Title
Soha, Learner A	etc-gr - International

Forms Pending Final Approval by Soha Explore	
Submitted by	Activity Title
--- No Records ---	

- **Forms Pending PRIOR Approval**

- These forms need **Pre-Approval before** a staff member attends an event
 - Pre-Approval is required to ensure alignment to CIA Boulders and Exchange Day Guidelines
 - Click on the **Activity** title, not the staff name
 - Add a **One Time Approver** **if needed** (such as a Director or Asst Supt) and select **Before Me** or **After Me**
 - **Please notify the One Time Appraiser!**
 - Please review carefully before pre-approving
 - Check for an uploaded file under **Attach Supporting Material**
 - Be sure to check all the fields related to:
 - Hours
 - Goals and Objectives
 - Purposes (check for Exchange, GT, etc.)
 - Anything for **Exchange Day credit** must be **pre-approved** by the campus principal and must meet Exchange Day Guidelines located on the Professional Learning [website](#)
 - Expenses

- Add any Comments, if desired
- Click **Approve** or **Deny** or **More Info**
 - The staff member is now pre-approved to register for and attend the event

○ **Forms Pending FINAL Approval**

- These forms need **Final Approval** **after** the event has been attended
 - Check for an uploaded **Certificate of Completion** (**required**) under **Attach Supporting Material**
- Click on the **Activity title**, not the staff name
 - Add a **One Time Approver** if needed (such as a Director or Asst Supt) and select **Before Me** or **After Me**
 - **Please notify the One Time Appraiser!**
- Please review carefully before pre-approving
- Click **Approve** or **Deny** or **More Info**

Frontline Resource: [PLM Approver Orientation](#)