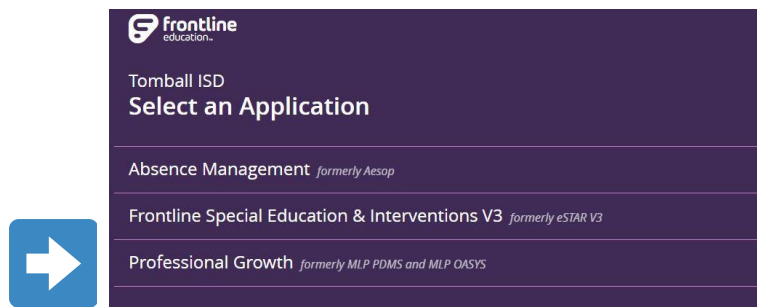
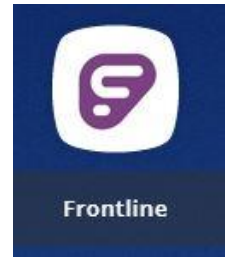


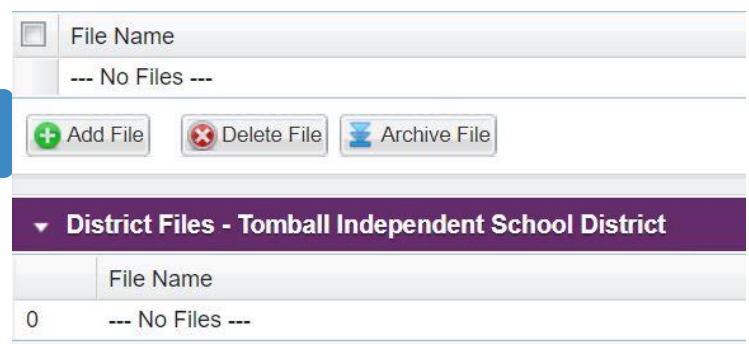
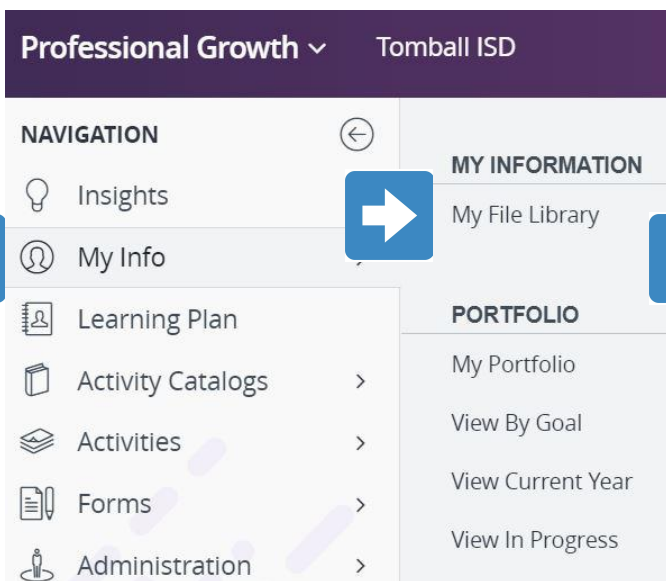
Submit a Frontline Out of District/Conference Request Form

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**



- Prior to completing the request, **attach Supporting Material** - brochure or flyer for the event, and a website, if possible
 - Materials can be uploaded through **My Info**
 - Select **My File Library**



- **Add File** & follow the steps to upload the file
 - Once uploaded, the file will be viewable in the form request



- To begin the request, **select Forms**
 - Select **Out of District Conference Request**

Professional Growth ▾ Tomball ISD

NAVIGATION

- Insights
- My Info >
- Learning Plan
- Activity Catalogs >
- Activities >
- Forms >**
- Administration >

ACTIVITY PROPOSALS

- Activity Proposal

FILL-IN FORMS

- Out of District /Conference Request**
- Mentor/Mentee Log

- Enter the required information in the RED fields on the form**
 - Please enter information in other non-required fields if possible

Out of District/Conf/Workshop Form

Activity Details

This section contains information about the activity

Title of Conference

Activity Format

Category:

Description

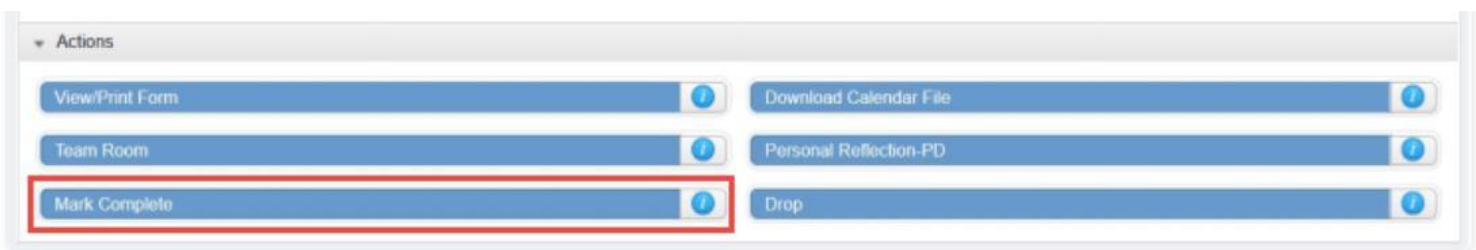
URL for Description

Characters left 2048

- Complete the remaining fields on the form
 - Incomplete form submissions will **NOT** be approved
 - All requests must align to a **District Objective** and a **Purpose**
 - Anything for **Exchange Day credit** must be **pre-approved** by the campus principal and must meet Exchange Day Guidelines posted on the Professional Learning [website](#)
- Select **Submit** to enter the request
 - Requests must be pre-approved by the appropriate supervisor

Continue below ... for directions **AFTER** the event has occurred.

- After **Pre-Approval** has been granted and the Out of District Event has been **attended**:
 - Upload a **Certificate of Completion** from the event (use **My Info & My File Library** to upload the file)
 - Select **Learning Plan** from the main menu
 - Find the **My Requests** view
 - Click **Manage**
 - Complete the **Activity Evaluation**
 - Click **Mark Complete**



- Complete the **Activity Completion Form**
 - Click **Submit**
- The Approver (campus principal) can now **Complete** the event and award credit

Frontline Resource for [Submitting an Activity/Form for Final Credit \(Mark Complete\)](#)