

Individual Professional Development Form: Approval Process (Prior to Attending PD)

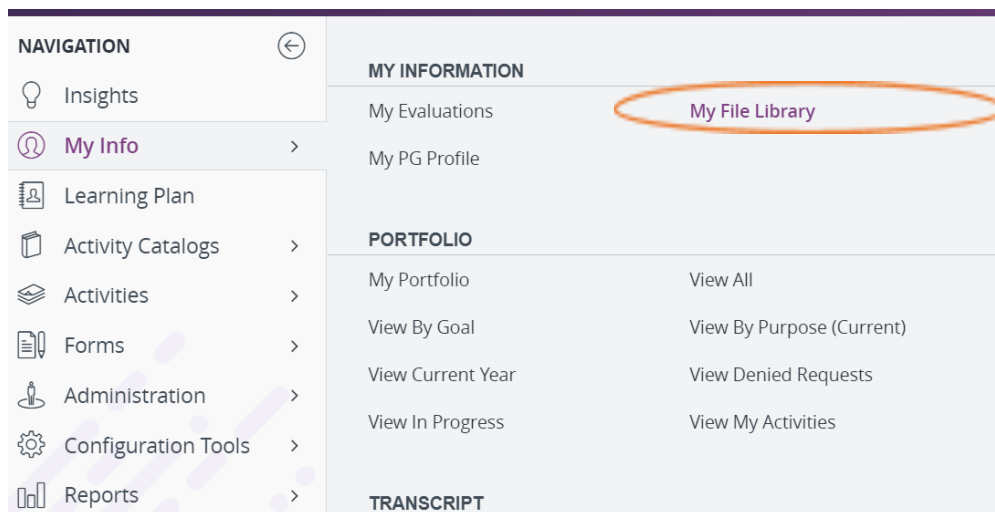
Must be completed PRIOR to attending the PD experience.

Step One: *Conversation with Immediate Supervisor (principal, director or supervisor).*

Staff members must have a conversation with their immediate supervisor to request to attend a PD experience PRIOR to submitting the Individual PD Form on Frontline. The immediate supervisor must inform the staff if the associated costs will be covered. This conversation should take place a minimum of 8 weeks prior to the PD event. This timeline is important because all PD requests must be board approved PRIOR to attending the PD.

Step Two: *Upload Documentation to Frontline.*

If approval is obtained, the staff member should upload files related to the requested PD experience (e.g., Registration form, Google maps print out for mileage [if travel reimbursement is requested] and/or Hotel reservation [if overnight accommodations are requested]) under the “My File Library” section of Frontline. (My Info <My File Library).



Step Three: *Submit the Individual Professional Development Form.*

The staff member will complete the Individual Professional Development Form on Frontline including identifying the estimated costs and checking off the required documents from the “My File Library” that relate to the requested PD under the File Attachments section of the form.

- **Description:** Include a link to the PD experience website.
- **Registration:** Attach the completed registration form (if applicable) to the PD request. If you are completing an online registration form, no need to attach anything.
- **Lodging and Meals:** Reimbursement for lodging and meals are set by the United States General Services Administration (GSA). Reimbursement rates vary based on date(s) of travel and location. Please visit the [GSA site](#) to ensure you are requesting an amount aligned to the GSA set rates. Please note travel within the state of NJ is not eligible for lodging reimbursement unless the organization that is sponsoring the PD secured a

waiver from the NJDOE. If a waiver was secured, please attach the waiver to the PD request.

- **Mileage:** Reimbursement for mileage should be calculated from your home school building unless the PD location is closer to your home. In that case, you should calculate the distance from your home. Please attach Google Maps to the PD request to verify mileage.

File Attachment Section

In order to attach any files below, you must first upload the file to MY FILE LIBRARY on your left menu.

Please select:

SampleFile - CST_Observation__Mountain_Lakes.pdf (110k) [View](#)

Steps Four & Five are *Administrators only* related.

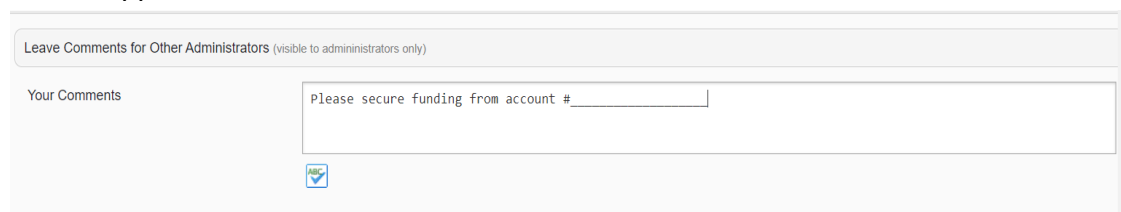
Step Four: *Pre-Approval Process (Administrators Only)*

1st approver: Supervisor/Director (if applicable)

- Ensures all proper documentation and costs are included.
- Identifies the budget account # from which the funds will be secured from under the “leave comments for other administrators” section.
- Approves the Individual PD form (The form will then be sent to the principal for approval.)

2nd Approver: Building Principal

- If no supervisor,
 - Ensures all proper documentation and estimates are included.
 - Identifies the budget account # from which the funds will be secured from under the “leave comments for other administrators” section.
- Approves the Individual PD form .



3rd Approver: Sumit

- Ensures all proper documentation/costs are included on the PD request.
- States the anticipated board meeting date at which the PD will be approved under the “Leave Comments for Other Administration” and “Leave Comments to the Requestor” section of the form.

4th Approver: Board Office

- A board motion will be generated for the PD request (regardless of whether the PD has an associated cost or not).

- After board approval, Lisa Hogan will record the date of the board meeting that the motion for the PD was approved under the “Leave Comments for Other Administration” and “Leave Comments to the Requestor” section of the form.

The Individual Professional Development will now be located under the “Approved and/or In Progress” section of the staff member’s Learning Plan on Frontline.

Step Five: *Generating the PO (Administrators Only).*

Following board approval, an email to the administrative team will be sent from the personnel office indicating the board motions were approved. The PO for the Individual PD experience should then be generated at the building level (e.g., admin assistant) from which the account will be taken from. (If the PD will be covered at the district level, the district office will process the PO.)

The PO should then be sent to the business office to be processed by John O’Melia. After the PO is created, the vendor copy will be sent to the vendor by John and the receiving copies (pink and white) will be shared with the individual who generated the PO (e.g., building admin assistant or Lisa Hogan). The pink receiving copy of the PO should remain with the administrative assistant or Lisa Hogan. The white voucher copy of the PO should then be shared with the staff member attending the PD and the staff member should initiate registration for the PD experience.

Step Six: *PD Registration*

The staff member will receive the white copy of the PO from the building administrative assistant or Lisa Hogan. This will have the PO number listed. The staff should now initiate registration for the PD experience.

Step Seven- 12: Complete Upon Return from the PD Experience