

Individual Professional Development Form : Approval Process (Upon Return)

REMINDER: Step One - Six: Must be completed PRIOR to attending the PD experience.

Step Seven: *Upload Documentation to Frontline.*

Upon returning from the PD experience, the staff member must upload all related documentation for the PD experience on Frontline. This includes evidence of their attendance at the PD (e.g., certificate) and any related documentation that requires reimbursement (e.g., toll receipts, meal receipts). Files must be uploaded under the “My File Library” section of Frontline. (My Info <My File Library). (See Step Two on how to upload documents)

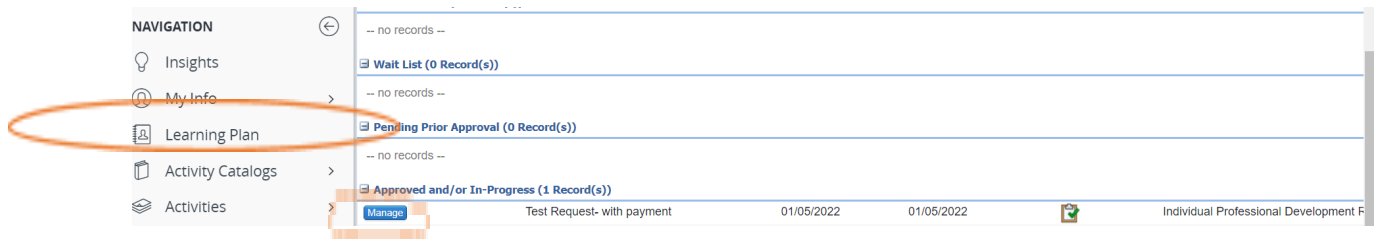
Step Eight: *PO Submission*

Staff member signs the white receiving copy of the PO and attaches all original receipts to the PO and returns all the documentation to the individual who created the PO (e.g., building secretary or Lisa Hogan (Personnel Office)). The pink receiving copy is then signed by the building principal (or Sumit) and sent to John.

Step Nine: *Finalize the Individual Professional Development Form on Frontline*

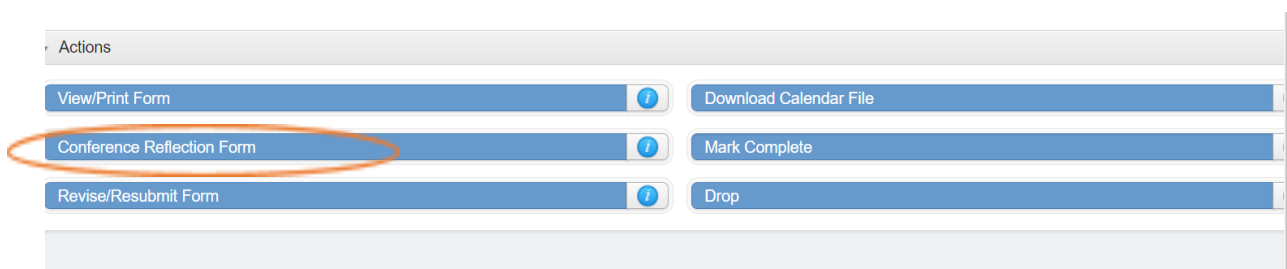
(a) *Locate the initial Professional Development form that was submitted on Frontline*

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. Click on the blue “Manage” button.



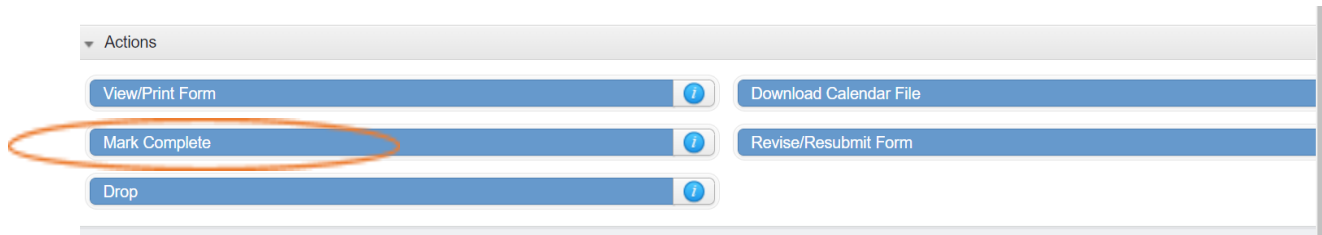
(b) *Conference Reflection Form (This is a new form)*

Locate the “Conference Reflection Form.” The form is listed under the “Actions” portion of the Individual PD form. Once the form is completed it will disappear as an option on the PD form.



(c) Mark the Individual Professional Development from as “Complete.”

The staff member marks the form “complete” and attaches the documentation. Updates to cost requests may be made by the staff at this time to reflect actual costs compared to the estimated costs submitted initially.



(d) Attachment of Documentation to the Individual Professional Form

Once the staff member clicks on the “complete” button, they will return to the original form. The staff member must check off the documents they had added to their “My File Library” section of Frontline. (My Info <My File Library) under the “File Attachment Section”. (See Step Three for screenshot.)

(e) Click on “submit” button

After the staff member attaches the necessary documents, they will click on the “submit” button at the bottom of the form.

Step 10: Final Approval Process (Administrators Only)

1st approver: Supervisor/Director (if applicable)

- Ensure appropriate documentation is attached.
- Identify the PO number for the PD under :”leave comments for administrators”
- Verify updated costs compared to initial requests.

2nd Approver: Building Principal

- Ensure appropriate documentation is attached.
- Identify the PO number for the PD under :”leave comments for administrators”
- Verify updated costs compared to initial requests.

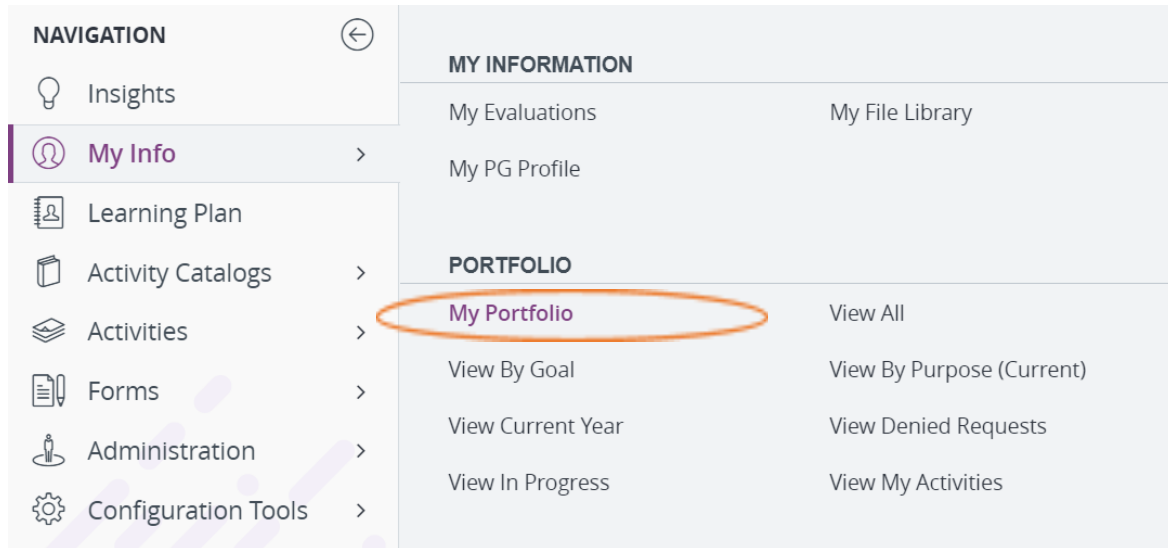
3rd Approver: Sumit

- Verify the signed PO was sent to John.
- Approve the PD upon receipt of the signed PO and all required documentation.

4th Approver: Board Office

Step 11: *Verify Individual Professional Development Form was finalized.*

The PD experience will now appear under the staff member's "My Portfolio" section of Frontline.



Step 12: *Staff Reimbursement*

The staff member will be reimbursed (if applicable).