



DUNELAND

TEACHING & LEARNING

11/1/2021

Professional Development Process & Frontline Professional Learning Management System (PLMS)

1. Staff members must have a discussion with the building principal to attend any professional development (PD) that has not been planned by the district or building principal. The PD requests must fall under one of the following categories:
 - District Strategic Plan
 - School Improvement Plan
 - Beneficial to others within the district or building/department (Please know individual requests will only be approved on a very limited basis.)
2. If the building principal supports the PD, the building principal will need to obtain the support and a funding source from the Department of Teaching & Learning.
3. Once the PD is supported and has a funding source, the staff member needs to enter the request into Frontline's Professional Growth system (also referred to as the Professional Learning Management System) for the formal approval. All expenses must be reflected in Frontline's Professional Growth system, as well as any supporting documents must be uploaded into the system. Please see the following resources for additional information and assistance:
 - a. [Professional Development Eligible Expense Document](#)
 - b. [Mileage Claim Directions](#)
 - c. [User Guide-Frontline's Professional Growth](#)
 - d. [Tutorial-Frontline's Professional Growth](#)
4. **Sub requests MUST** be entered into Frontline's Absence Management (AESOP) system as the two Frontline systems do not talk to each other.
5. After the PD request has been approved by the building principal and Director of Teaching & Learning, the Administrative Assistant in Teaching & Learning will prepare the necessary paperwork to be returned to the staff member. In addition, any necessary Purchase Orders will be processed and an email will be sent with a copy of the Purchase Order so the staff member can register for the APPROVED professional development.