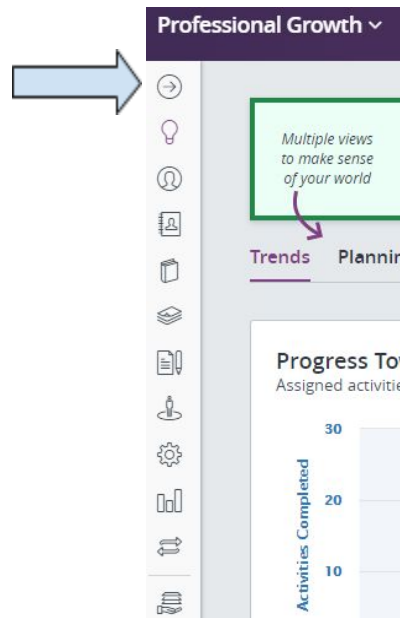


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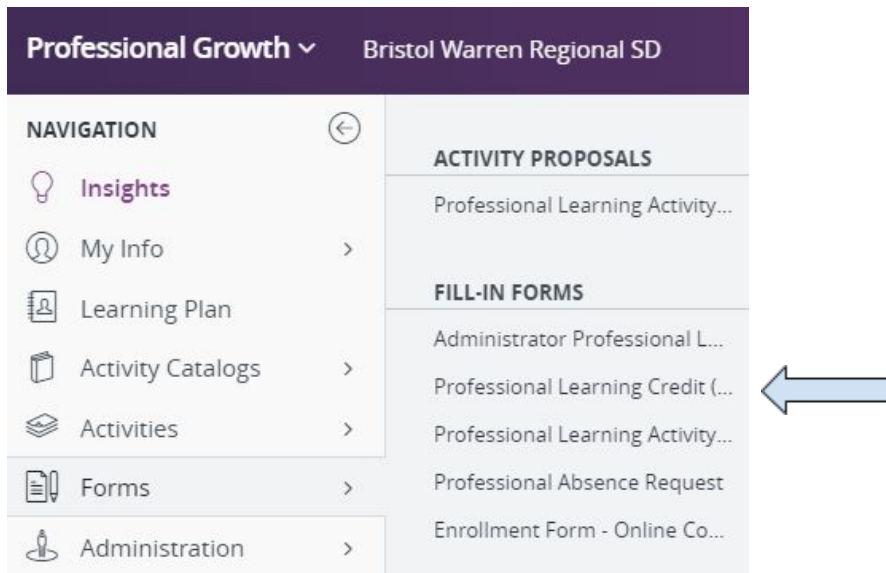
In addition to the professional learning activities in the District Catalog, educators may request PLUs in Frontline for activities that have been previously approved using the paper form. (district PD day, book study, webinar)

How to Request PLUs:

To request PLU credits, login to the Professional Growth module of Frontline. There is a navigation bar on the left that may be minimized and look like this. Click the arrow just under Professional Growth to expand the menu.



Select Forms, then Professional Learning Credit (PLU) Request.

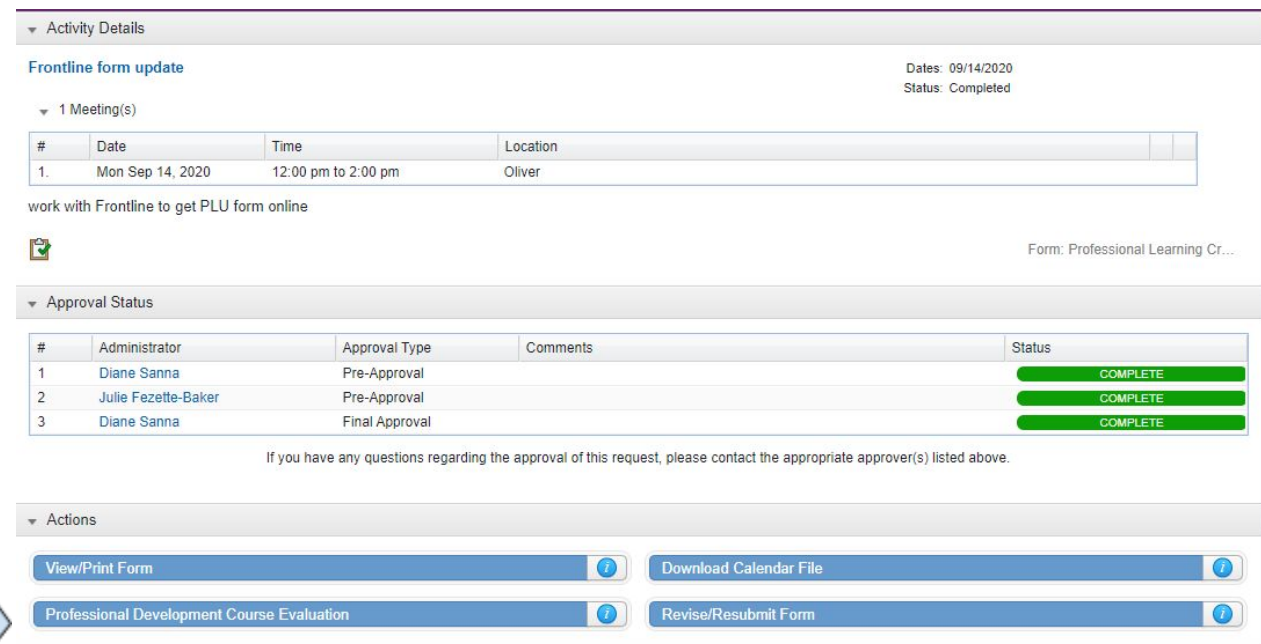


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Complete the form and submit if all the information has been included. If you need more information to be able to complete the form, there is also an option to Save as Draft. You will also need to complete a course evaluation, where you can provide feedback in addition to anything you would like to add in the Comments section.

To complete the evaluation and see the status of your request, go to Learning Plan. Click the blue Manage button on the left.

A new window will open, where you will see Professional Development Course Evaluation. Complete the form, save and exit.



The screenshot displays the 'Professional Learning Credit (PLU) Request' interface. At the top, a navigation bar includes a 'Manage' button, the title 'Title IV workshop', dates '11/20/2019' and '11/20/2019', a calendar icon, and the request title. Below this, the 'Activity Details' section shows a 'Frontline form update' with dates '09/14/2020' and status 'Completed'. A meeting table lists one meeting on 'Mon Sep 14, 2020' at '12:00 pm to 2:00 pm' in 'Oliver'. The 'Approval Status' section contains a table with three entries, all marked as 'COMPLETE'. The 'Actions' section at the bottom features four buttons: 'View/Print Form', 'Download Calendar File', 'Professional Development Course Evaluation', and 'Revise/Resubmit Form'. A blue arrow on the left points to the 'Manage' button, and another blue arrow on the left points to the 'Professional Development Course Evaluation' button.

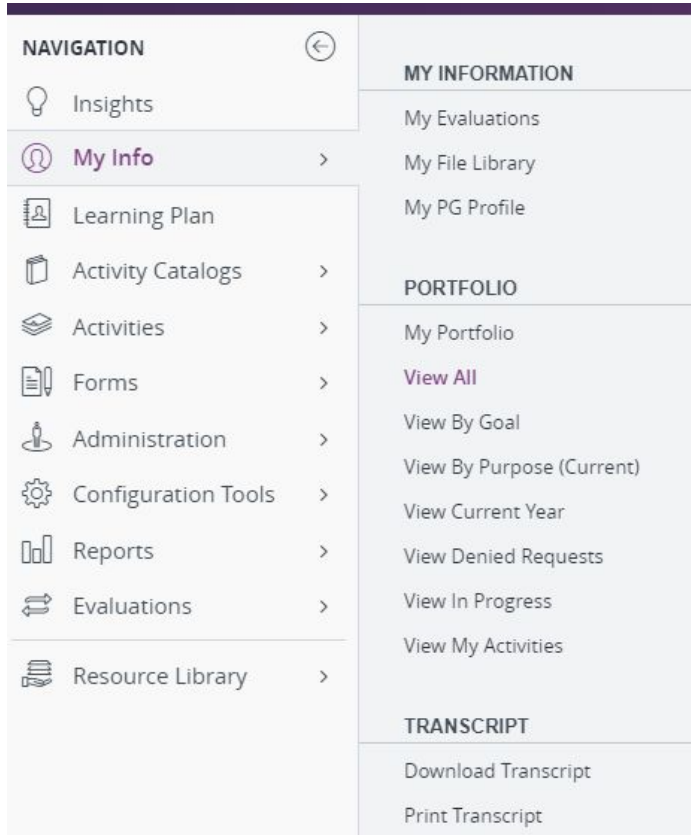
#	Date	Time	Location
1.	Mon Sep 14, 2020	12:00 pm to 2:00 pm	Oliver

#	Administrator	Approval Type	Comments	Status
1	Diane Sanna	Pre-Approval		COMPLETE
2	Julie Fezette-Baker	Pre-Approval		COMPLETE
3	Diane Sanna	Final Approval		COMPLETE

Notifications will be sent to the approvers and to you once the final approval has been completed. You can see the status on the image above, if you need to reach out to the next approver. Please allow 7-10 days for the final approval.

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You can view and print your transcript, among other options, in the My Info tab.



If you have any questions or are not receiving Frontline email notifications, please contact me at julie.fezzettebaker@bwrsd.org.