ONLINE CONFERENCE FORM
PROCESS

DEPARTMENTS:

1. To obtain fillable conference form: Go to https://staff.tusd.net/SiteDirectory/Conference%20Approval/SitePages/Home.aspx

or district e-forms https://staff.tusd.net/sites/eForms/Pages/default.aspx

2. Open and fill out the conference form.

3. Have your director electronically sign using Adobe Pro.

4. Email the form to the Secretary to the Associate Superintendent of Educational Services with any necessary attachments.

SITES:

If subs are needed, check the sub calendar in Outlook or call the Professional Learning Department to see if subs have been previously reserved. If not, check for availability.

1. Fill out your conference form.

2. Get your principal's signature.

(This can be done manually or electronically by emailing it to your principal, having them sign it electronically and emailing it back to you or directly to Ed Services.)

Otherwise, scan it and email it to dzamudio@Tusd.net .

Please have necessary attachments/backup saved as part of the request.

Requests can ONLY be submitted from the principal, site secretaries or budget managers. They will NOT be accepted by teachers.

DISTRICT APPROVAL:

1. Diana Zamudio in the Ed Services Dept. receives email of conference form signed by principal or director

2. Form is named, logged and uploaded to the conference form team site.

    a. Example "02.01.24 ISET" (Date of receipt and name of department or site originated from – use last name of staff if clarification needed)

3. The process consists of:

    a. Diana Zamudio in Ed Services uploads and marks on log
    b. Lisa Rodriguez in Professional Learning checks subs
    c. Tanya and Lori check funding source, budget codes
    d. Dir. Of Continuous Improvement, reviews and signs
    e. Assoc. Supt Ed Services reviews and signs
    f. Supt reviews and signs
    g. Sheryl and Diana keep log current and submits to finance.

4. If there is an issue with any information on the request, please insert a “sticky note” with your comment.

5. Once signed or initialed, save with your initial added to the file name (02.01.15 ISET- DZ). This allows all signers to see, at a glance, who has completed their review.

6. Once all approvals have been completed, it will be moved to the “Submit to Finance” folder for Suzi’s review, etc.

7. Approvers will check site daily to ensure forms are processed in a timely manner.

8. Finance archives approved forms in folder for our records.

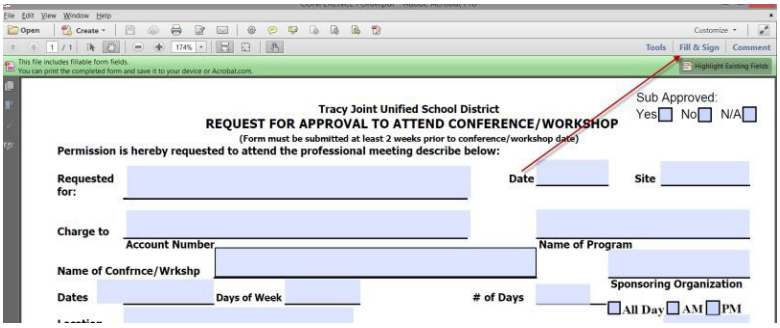
REIMBURSEMENTS: Reimbursements will be handled the same way as before. Please send in a hard copy and all receipts to finance.

SIGNATURES

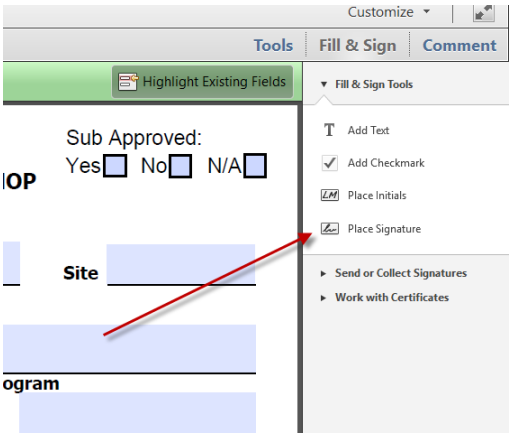
CREATE ELECTRONIC SIGNATURE:

1. From your computer, open the PDF form

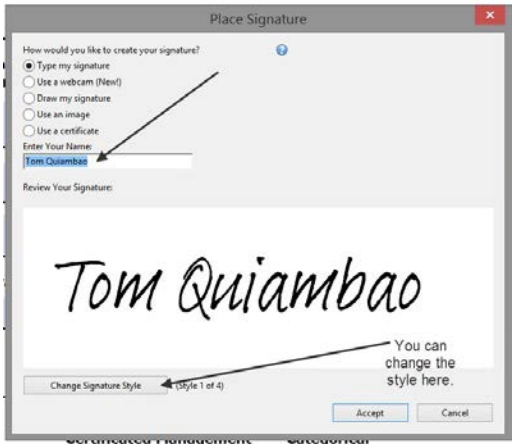
2. Click on **“Fill and Sign**” in top right corner



3. Click on “**Place Signature**”



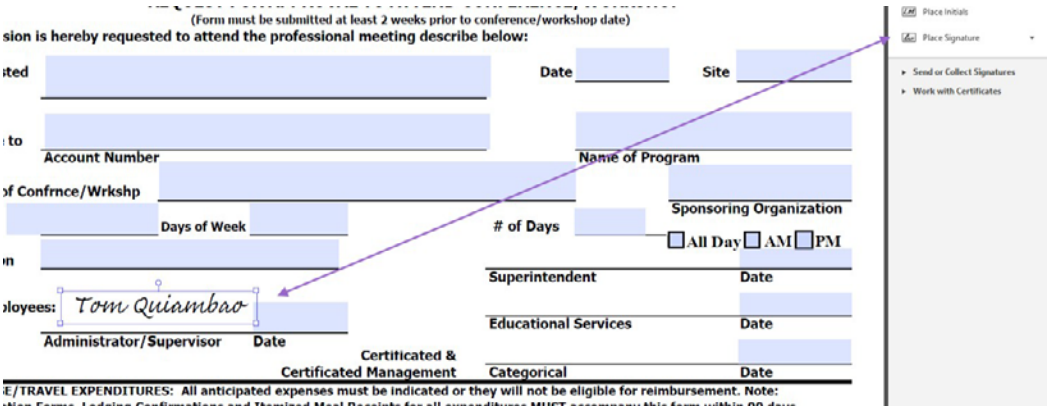
4. Type in your name, select style you like



5. Click on "**accept**".

TO ADD SIGNATURE TO DOCUMENT:

1. From your computer, open the PDF form
2. Click on "**Fill and Sign**" in top right corner
3. Click on "**Place Signature**". This will capture your saved signature.
4. Move your cursor to where you want your signature to appear



5. Left click and it will be placed there

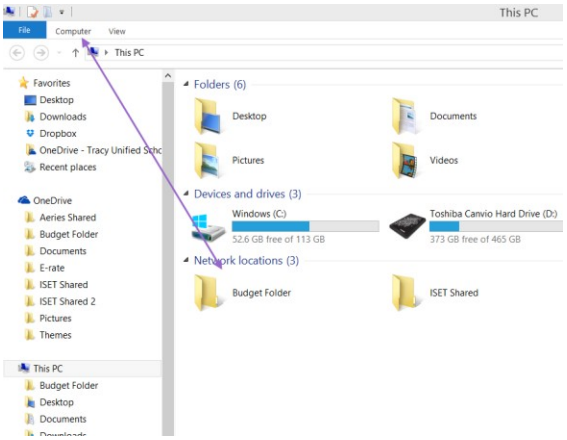
CREATE "FAVORITE" TAB

1. Go to home page you want
2. Click on the star (favorites) in top left corner
3. The name will appear as a favorite tab, but to change the name, right click and hit "**rename**"

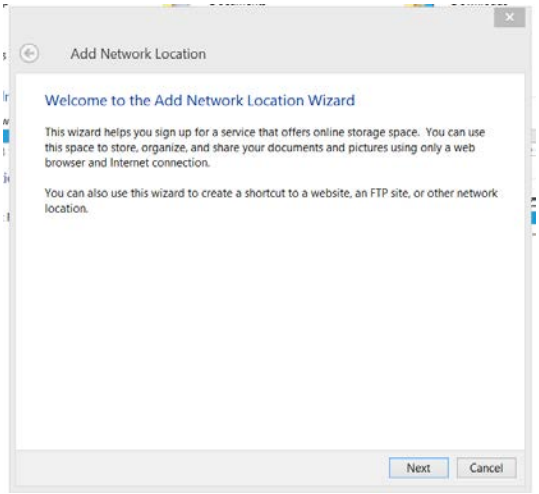
CREATE NETWORK PLACE- Folder Shortcut on Your Device

1. On your desktop, click File Explorer.

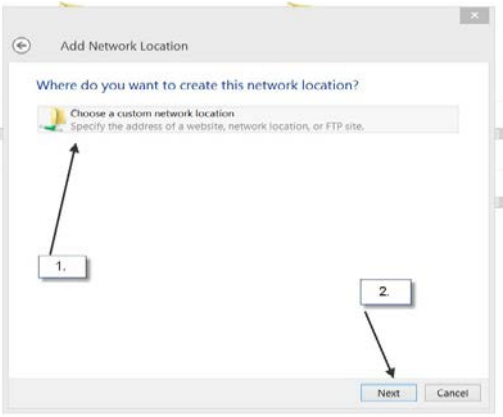
2. Click on **“Computer”,** then click **“Add Network Location”.**



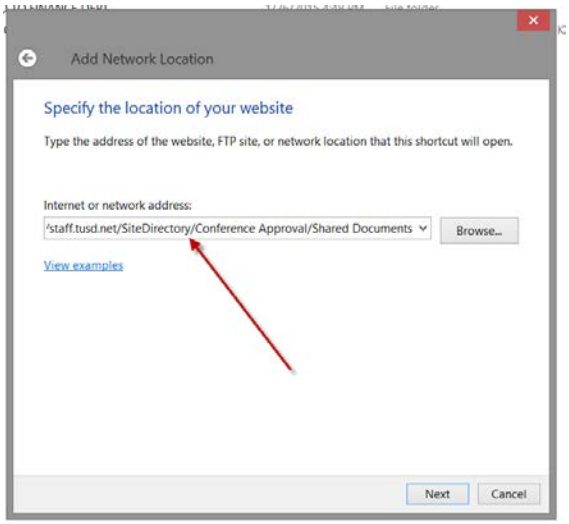
3. From the “**Add Network Location Wizard**” screen, click **“Next”.**



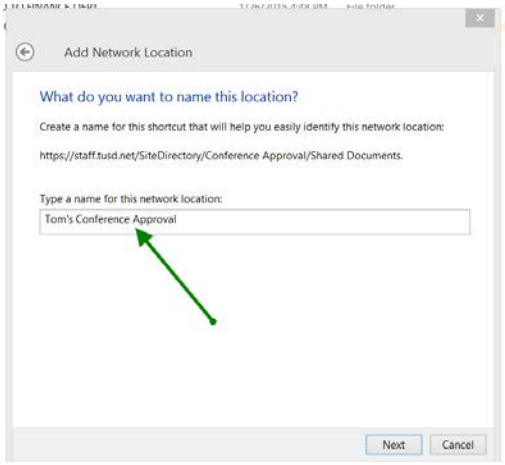
4. From the **“Where do you want to create this network location?”** screen, click **“Choose a custom network location”**, then click **“Next”.**



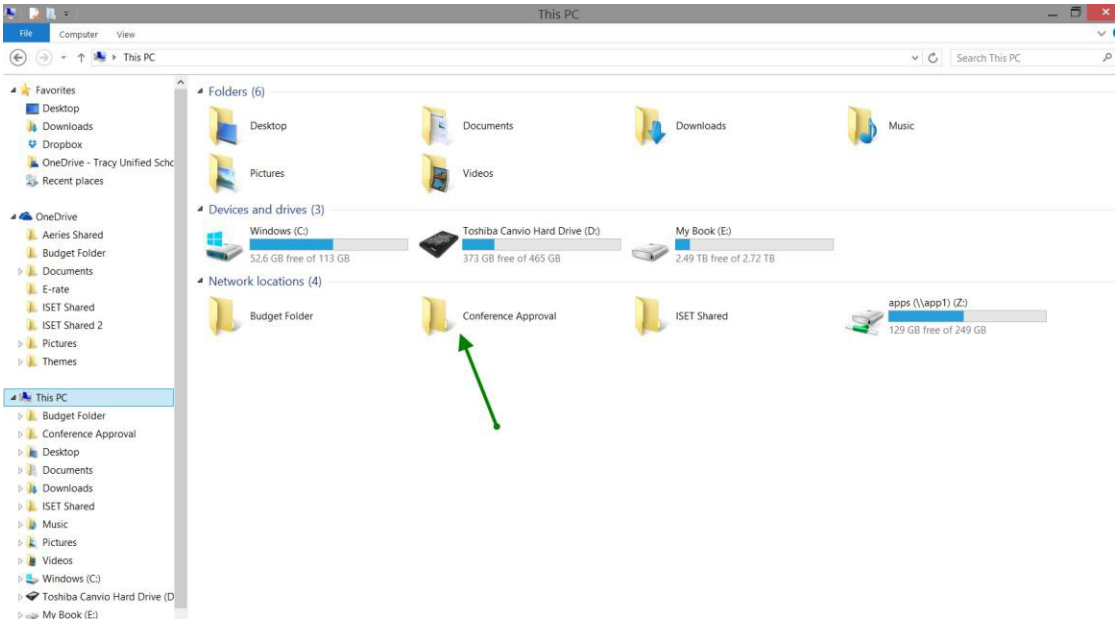
5. Copy and paste this link on the **“Internet of website address”**, then click **“Next”.**
https://staff.tusd.net/SiteDirectory/Conference Approval/Shared Documents



6. Create a name for your folder shortcut in the **"Type a name for this network location".** Click **"Next".**



6. Last step, click **"Finish".**



A shortcut folder is now created in your device for the Conference Form Approval Site. Any document saved in your shortcut folder will be synced to the site and vice versa. Instead of going to the staff portal, go to your shortcut and download the Conference Form.