

Professional Day Request Form in Employee Records

GO TO: plainlocal.tedk12.com/records

- ➔ Click on **“Available Forms”** on the left side of the screen. →
- ➔ You will see all forms available for use. These directions only apply to the Professional Day Request**.
- ➔ Click on the **Professional Day request** icon. →
- ➔ Complete the top of the form and the left-hand side of the Travel Expenses chart using the dropdowns, radio buttons, and open text fields. **DO NOT** complete the right-hand side of the form.
- ➔ The math will calculate automatically as you complete each field.
- ➔ The **“Fund To Be Charged”** field can be left blank. →
The financial lead in each building/central office will complete that spot.
- ➔ Once your form is completed, Click the blue **“Save Final”** button at the bottom of the page.
- ➔ The form will travel through the system, stopping at each person who needs to approve it.
- ➔ The form will come back to you before you attend the professional event. **DO NOT APPROVE** or **COMPLETE** the **RIGHT-HAND** side of the form until you have returned from your Professional meeting.
- ➔ Once you have attended the meeting, complete the right-hand side and **SAVE/ APPROVE**.
 - You can access your form by going to **“Records”** and clicking on the **“My Tasks”** icon. →
 - **IF YOU HAVE RECEIPTS!!!!** If you have receipts that need to accompany your Professional Day Request Form for reimbursement, click on the **“Available Forms”** icon. →
 - Click on the **“Professional Day Upload”** icon.
 - Scan your receipts using a district copier to create and email yourself a PDF. →
Download the PDF from your email and rename it using the naming convention
 - » Last Name First Initial Date(s)of Attendance, *ex John Smith attended a professional development conference on 10/11/24, Smith J 10-11-24*
- ➔ Once the document has gone through the system, it will be returned to you with a *[Do Not Reply]* email notification from PowerSchool.
- ➔ Please open the email, click on the link, review the information, and click the blue **“Submit”** button to finalize the process.
- ➔ You can print your document for each step in the process.

