2026–2027 SCHOOL YEAR

Professional Development Approval & Reimbursement Process

IMPORTANT: Professional Development requests must be submitted and approved PRIOR to attending the professional development experience. This applies to both paid and unpaid professional development.

Table of Contents

- STEPS **BEFORE** ATTENDING PROFESSIONAL DEVELOPMENT (4)
- APPROVAL PROCESS
- STEPS **AFTER** ATTENDING PROFESSIONAL DEVELOPMENT (3)
- FRIENDLY REMINDERS
- CONTACT INFORMATION

BEFORE ATTENDING PROFESSIONAL DEVELOPMENT

Step 1: Discuss the Professional Development with Your Supervisor

Before submitting a PD request in Frontline, staff members should discuss the professional development opportunity with their immediate supervisor.

Please plan ahead whenever possible. PD requests must go through the required approval process and receive Board approval prior to attendance.

Your supervisor will determine whether the professional development is appropriate and whether the associated costs can be covered.

Step 2: Select the Correct Professional Development Form

When submitting your request in Frontline, it is important that you select the correct form based on your position and/or the type of professional development you are requesting.

- The available forms are:
  - Administrator PD Request Form
  - Athletic Coaches PD Form
  - Elementary PD Request Form
  - Overnight Professional Development Request Form
  - Secondary PD Request Form
  - Technology Services PD Request Form
  - Transportation PD Request Form

New for 2026–2027: The Overnight Professional Development Request Form is new this school year. If your PD requires overnight travel, you must use this form.

Selecting the correct form ensures that your request is routed through the appropriate approval process.

BEFORE ATTENDING PROFESSIONAL DEVELOPMENT

Step 3: Upload Supporting Documentation

Supporting documentation should be uploaded to your Frontline request whenever applicable. This helps provide the information needed for the approval process. Examples may include:

- PD registration information
- PD website or program information
- Estimated costs
- Mileage documentation or Google Maps
- Hotel information for overnight travel
- Other documentation related to the PD experience

Step 4: Submit Your PD Request in Frontline

Complete the appropriate Professional Development Form in Frontline Professional Growth. Be sure to:

- Select the correct PD form.
- Include a description of the professional development.
- Provide the PD website or program information when applicable.
- Enter all estimated costs.
- Attach the appropriate supporting documentation.
- Review your request carefully before submitting.

Frontline Professional Growth:
https://login.frontlineeducation.com/login?signin=f721806485b8481789b2dc1725056e99&productId=pd&clientId=pdPlmUi#/login
Step-by-step instructions are also available on the MOTSD website under Human Resources.

APPROVAL PROCESS

Once submitted, your PD request will move through the appropriate approval levels.

Please remember that Board approval must be received **BEFORE** you attend the professional development.

This approval requirement applies even when the professional development has no associated cost.

THE GENERAL APPROVAL PROCESS IS:

1. Supervisor
2. Building Principal
3. Assistant Superintendent
4. Board Office – Board Approval
5. Building Secretary – Payment/Reimbursement
6. Building Secretary – Final Closeout

AFTER ATTENDING PROFESSIONAL DEVELOPMENT

Step 1 Submit Your Feedback/Closeout Form

After attending the professional development, staff members must return to Frontline and complete the required feedback/closeout information.
Please complete this step within 30 days of attending the PD.
This is necessary to finalize your PD request and allow reimbursement to be processed, when applicable.

Step 2 Submit Required Documentation

Depending on the PD experience, you may need to provide documentation such as:

- Certificate of attendance/completion
- Receipts
- Mileage documentation
- Other reimbursement-related documentation

Please make sure all required documentation is submitted promptly.

Step 3 Payment/Reimbursement

Beginning with the 2026–2027 school year, building secretaries will handle the payment/reimbursement process for most professional development.
The Board Office will continue to handle reimbursement for:

- Professional development that involves travel
- Administrators
- Supervisors

Please make sure you submit all required documentation to the appropriate office so your reimbursement can be processed.

Plan Ahead
Please submit PD requests as early as possible. PD requests need to go through several levels of approval and must receive Board approval before you attend.

Vehicle Registration and Insurance
If you have not already done so, please be sure to include a copy of your Vehicle Registration and Insurance Card. These documents only need to be submitted once and will remain valid for the 2026–2027 school year.



Upload Supporting Documentation
Uploading the registration information, PD details, mileage documentation, hotel information, and other supporting documents helps ensure that your request contains everything needed for approval.

Time-Sensitive PD
If you have a time-sensitive professional development opportunity that requires Board approval as soon as possible, please email Carissa Caliguiri at carissa.caliguiri@motsd.org.

Registering for PD
It is the staff member's responsibility to register for the professional development once approval has been received. It is also the staff member's responsibility to cancel their registration in a timely manner if they are no longer able to attend.

Monitor Your Request
Please check your Frontline account regularly to make sure your PD request has moved through all required levels of approval. Submitting a request does not mean that it has been approved.

Close Out Your PD
After attending, please complete the required feedback/closeout process and submit all necessary documentation within 30 days. Timely completion helps ensure that your reimbursement can be processed without unnecessary delays.

FRIENDLY *Reminder*

Questions?

If you have questions regarding the Frontline PD submission or approval process, please contact:

CARISSA CALIGUIRI

Administrative Assistant to the Superintendent

carissa.caliguiri@motsd.org

