Approval Process for all District Approvers

Frontline Professional Growth: SAU #44

- Log into your FPG home page and click on the District Admin tab, top right
- On this screen you will see any pending approvals needing your attention
- Click on the **TITLE** of the activity you are looking to approve and you will see the form with all of the required info.
- PLEASE DOUBLE CHECK: PD Representative is typically the first of the prior approvers
    - If using a vendor that is not in the drop down list, ALL of the contact info needs to be filled in: name, address, phone and fax numbers.
    - The REGISTRATION FORM is completed & attached.
    - PURPOSE:
        - Teachers: Please check RECERTIFICATION (this will keep a running total of all activities entered) and ONE other purpose, a certification or component 2 (this will total any activities allocated specifically)
        - Paras: Please check RECERTIFICATION (this will keep a running total of all activities entered)
- In the Administrator's Section, you will see the status of any outstanding activities as well as recently completed activities. This will give you a snap shot of what the employee has used for funds year to date…Remember though, this is not attached to the district accounting software (ADS) so if there was a change in the final amount, it will not be reflected here.
- Note to Northwood Teacher PD Rep: because of the system you have with a second approver on for financials, you will need to add a One-Time Approver and forward the form to them. This is towards the bottom of the approval form. There is a blue box to notify you. See the SAU for details.
- Choose to approve/deny. If approved, the second prior approver will be notified. If denied, please comment to the employee the reason why. There may be attachments missing, a workshop that doesn't apply to them…
- The second prior approver is typically the Building Principal. They have the ability to assign an account line to the request. The most common for staff development have been pre -loaded. If you are using a Grant or another line, please check OTHER and then you must include that information in the comment section.
- When the last prior approver has approved the request, the SAU is notified, a purchase order is generated and the registration is sent off to the vendor.
- After an activity, the employee goes through the Final Activity Evaluation & Mark Complete process and the PD rep will then verify and approve the credit to be applied to their portfolio.
    - Please Double Check: The staff member MUST attach proof of attendance and proof of payment if they are being reimbursed before you can approve the completion.

Updated 1/24/18