

SAU #44 Professional Development Forms and Activity Requests Frontline Professional Growth Software

Form Information: The forms were kept as close as possible to the hard copies used in the PD Master Plan for SAU #44. The most used vendors have been preloaded into our system. If you do not see the vendor you are using, please enter the name, address, phone and fax info.

- **Professional Activity Form: any workshop or conference**
 - Registration form (and any others you wish to include) MUST be attached
 - When submitted, form will go first to your PD rep, second to your Principal and be delivered to the SAU to create a PO and send off the registration form.
- **Graduate Course Form: teacher graduate classes**
 - Registration form MUST be attached
 - When submitted, form will go first to your PD rep, second to your Principal and finally to the Superintendent and will then be delivered to the SAU to create a PO and send the registration if necessary.
- **Form E: Educator Reflection Form: to be completed annually by March 15th**
 - When submitted, your PD rep will review and if approved it will be sent on to the Principal.

Individual Professional Development Plan Forms:

Although now in electronic form, the IPDP forms have not been changed.

- **Form A: Three-Year Individual Professional Development Plan (IPDP)**
- **Form A: Three-Year Paraeducator Professional Development Plan**
- **Form B: Alternate Three-Year Individual PD Plan**

**Helpful Hint: upload any necessary documents to My Library BEFORE you begin a fill-in form.*

Add files: helpful to have necessary forms scanned/saved ahead. You will need a completed registration form for any conferences, workshops or courses. Some will be handwritten, others will be computer generated. Please see your school's procedure on scanning documents. If you have any questions, please see your PD rep or call Amy at the SAU: 603-942-1290.

How to Add Files: Click on My Info, then My File Library from the left hand menu on your dashboard. Look for the green + button Add Files. From here you can browse your own files and add the necessary documents, one at a time. Add a friendly name and then upload.

After you have attached the documents to the appropriate requests, go back into My File Library and Archive the ones you have already used. They will always be available to you but not cluttering up your forms.

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Refer to your Collective Bargaining Agreement for specific information when registering (for example: if you pay for the course and are reimbursed vs. the district paying ahead).

- In all of the forms listed above, there will be RED boxes that are required for processing. The most used vendors have been pre loaded for your convenience, however if you are using one that is not listed be sure to include the name, address, phone and fax number.
- The Activity Start and End date may be the same.
- Attach the supporting documentation: you MUST have a registration form filled out and attached for your request to be processed. You may have a paper copy that you've scanned into your Google Drive, a screen shot or PDF saved from beginning the registration process online.
- If you forgot to upload the documents before beginning, scroll to the bottom and Save As Draft. Now you can upload your documents and then come back. To get back, click on the blue MANAGE button to the left of your activity.
- Once you submit the form, you will see the Approval Summary. Most forms will go to your PD rep first, then onto the Principal. There will also be a notation beside each person: pending, approved... so that you can see the progress. Timing: all notifications will be emailed at midnight so your approver will see it the next day even though it will be active/available immediately.
- Once the last of the Prior Approvers has approved, the SAU will receive notification, create a purchase order and complete the processing.

Attend the Conference, Workshop, Course

Part 2...Completing the paperwork!

Remember: it's helpful to have any necessary documents uploaded to My Library!

- Your home screen of FPG will have My Requests listed. Click on the BLUE Manage button of the activity you have attended.
- First you will need to click on the Final Approval link and complete the evaluation attached to the activity. Fill out all boxes in RED and apply to the appropriate components.
- Before this final step, be sure to upload any necessary documents to My Library (proof of attendance, proof of payment...)
- Next click on Mark Complete. Review the information and Submit!

Please see your PD rep or call the SAU with any questions you have. We are happy to help!