Frontline Professional Growth (formerly MLP) User Guide

for School Nurses

These are instructions for when and how to submit the following fill-in forms:

- **Nurse PD Request Form** - should be used to obtain prior approval for PD hours to be completed outside of your regular workday in lieu of attending two Staff Development Days during the year.
- **Conference Request Form** – should be used to obtain prior approval to attend a professional conference or meeting, either during or outside the school day, when the purpose of that meeting **is NOT** one of the following:
  - PD hours in lieu of attending a staff development day
  - Inservice or graduate class to be used toward salary advancement

NOTE: Most often, the Conference Request form is used when a purchase order needs to be opened by the District to pay the registration fee and/or other expenses associated with the conference. The Business Office uses the approvals in Frontline as approval to open the P.O.

- **Inservice Course Form** – should be used to obtain prior approval for a course to be completed at your own expense and outside your regular workday to be used toward salary advancement.
- **Graduate Course Form** – should be used to obtain prior approval for a graduate course to be completed at your own expense and outside your regular workday to be used toward salary advancement.

Nurses can receive inservice and/or graduate credit toward salary advancement in 5-hour increments once a year in September in accordance with the KLDTA contract.

For Nurses to Obtain Prior Approval for PD Hours in Lieu of Attending Staff Development Days

In lieu of attending 2 Staff Development Days each year, nurses can complete 14 hours (7 hours per staff development day) of approved professional development outside of their regular work day. At least 7 hours of PD must be completed prior to each Staff Development Day. Nurses are only permitted to carry-over one banked day per school year to use the following school year.

Log into Frontline Professional Growth.

Click on 'Forms' under Navigation, and then click on 'Nurse PD Request Form' under Fill-In Forms:
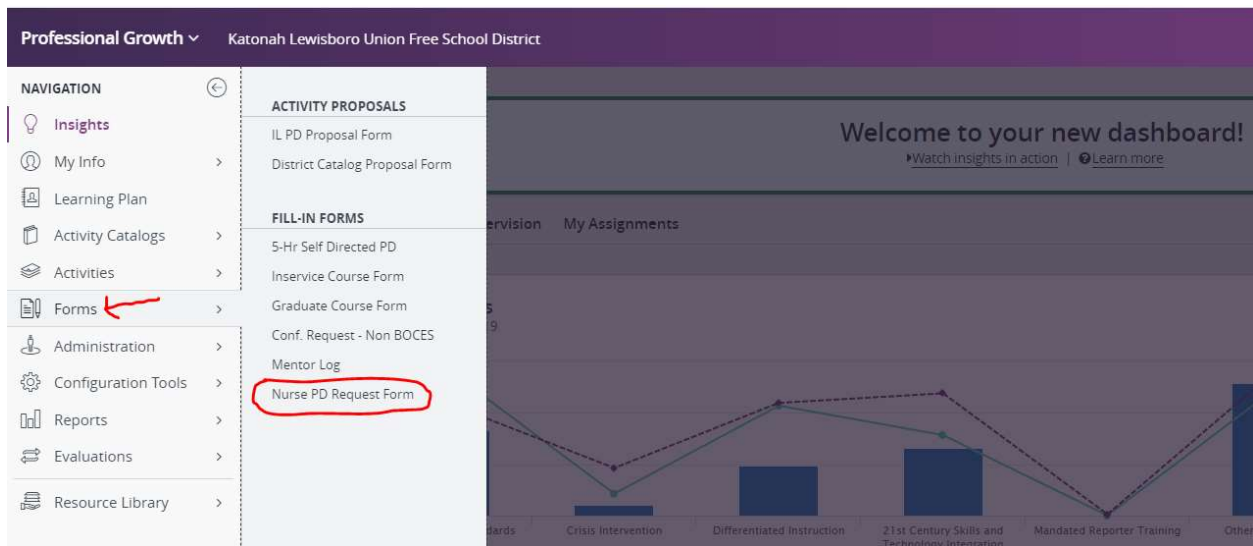
Complete the form, giving as much information as possible, including a web site link, if available.

Your request will be routed to the Assistant Superintendent for Human Resources for Prior Approval.

- If your request is denied, you will receive an automatically generated email notification from Frontline.
- If the approver needs more information before approving, you will receive an email notification from Frontline that the approver has requested 'More Info.' You can provide the requested info in the 'Comments' box and re-submit the form.

After you complete the activity, you must log back into Frontline and mark the activity complete.

Click on 'Learning Plan' under Navigation, which will take you to your portfolio:

Find the activity under 'My Requests,' and click on the 'Manage' button next to the activity:

Click on the 'Mark Complete' button:

Then scroll down and click the 'Submit' button:

Other Expense 1	$0.00	----------	[$]	0
Other Expense 2	$0.00	----------	[$]	0
Mileage	$0.00	----------	[$]	0
Totals	$0.00	$0.00		

Comments

Comments

Characters left **2048**

Finish

Submit

This will route your request to Jeane Stein's queue for Final Approval.

In order to receive Final Approval, YOU MUST submit a certificate of completion to Jeane Stein in the District Office. Upon receipt, Final Approval will be given, and the Status of the activity will become 'Completed.' Jeane will send you an accounting of your PD hours completed for this purpose.

To Obtain Approval to Attend a Conference or Workshop Offered by a Non-BOCES Provider & Open a P.O. for Registration/Expenses

Log into Frontline Professional Growth.

Click on 'Forms' under Navigation, and then click on 'Conference Request Form' under Fill-In Forms:
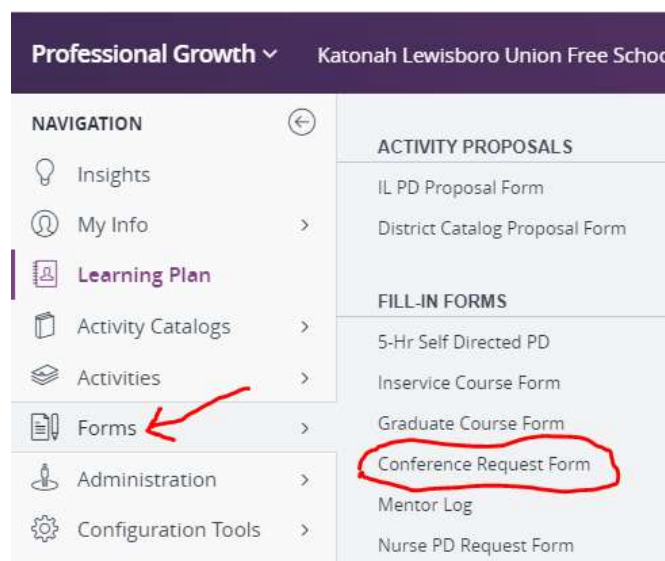
Complete the form, giving as much information as possible, including a web site link, if available.

If there is a registration fee for the conference, or if you plan to request to be reimbursed for any expenses, you must complete the 'Expenses' section as accurately as possible.

Your request will be routed to Christian McCarthy, then to your Building Principal, and then to Mary Ford for Prior Approval.

- If your request is denied, you will receive an automatically generated email notification from Frontline.
- If an approver needs more information before approving, you will receive an email notification from Frontline that the approver has requested 'More Info.' You can provide the requested info in the 'Comments' box and re-submit the form.

A purchase order must be opened BEFORE any expenses are incurred! (Including a registration fee paid directly to vendor and/or registration fee or travel expenses to be reimbursed to you).

To request a purchase order to be opened, you must wait for this request to receive all 'Prior Approvals' in Frontline. After you have received Prior Approvals, print the approved request and submit it to the Athletics secretary, asking her to enter a requisition to open a purchase order.

After you attend the workshop, you must log back into Frontline and mark the activity complete.

Click on 'Learning Plan' under Navigation, which will take you to your portfolio:

Find the activity under 'My Requests,' and click on the 'Manage' button next to the activity:

Click on the 'Mark Complete' button:

Then scroll down and click the 'Submit' button:

This will route your request to Jeane Stein's queue for Final Approval.

Please submit a <u>certificate of attendance</u> to Jeane Stein in the District Office. Upon receipt, Final Approval will be given, and the status of the activity will become 'Completed.'

If a P.O. was opened for the registration fee, you must submit a copy of your certificate of attendance along with the signed Receiving Copy of the P.O. to Accounts Payable in the Business Office so that the vendor can be paid.

If a P.O. was opened in your name for reimbursement of registration fee and/or expenses, you must submit a Claim Form for Mileage/Travel Expenses, signed by the Athletic Director, along with your certificate of attendance and the signed Receiving Copy of the P.O. to Accounts Payable in the Business Office.
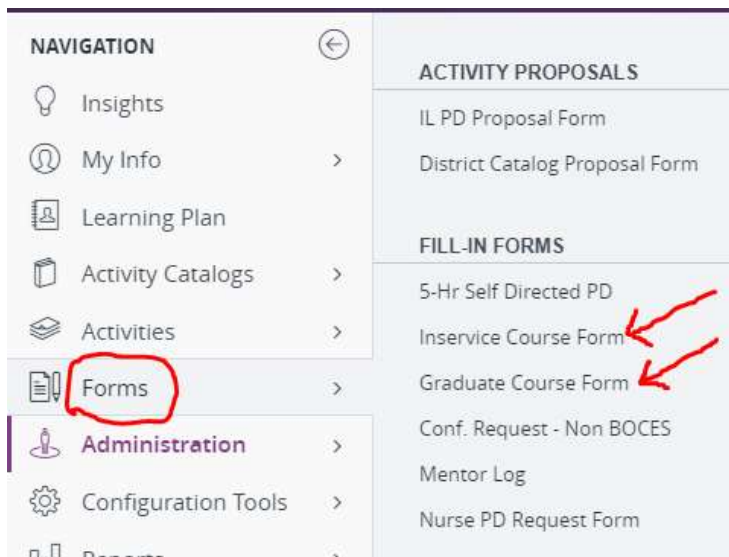
To Obtain Prior Approval to Take a Course for Inservice or Graduate Credit Toward Salary Advancement

School nurses can receive salary credit in 5-hour increments as per the KLDTA contract. Salary credit is given once a year in September.

NOTE: You must receive approval <u>PRIOR</u> to starting a course.
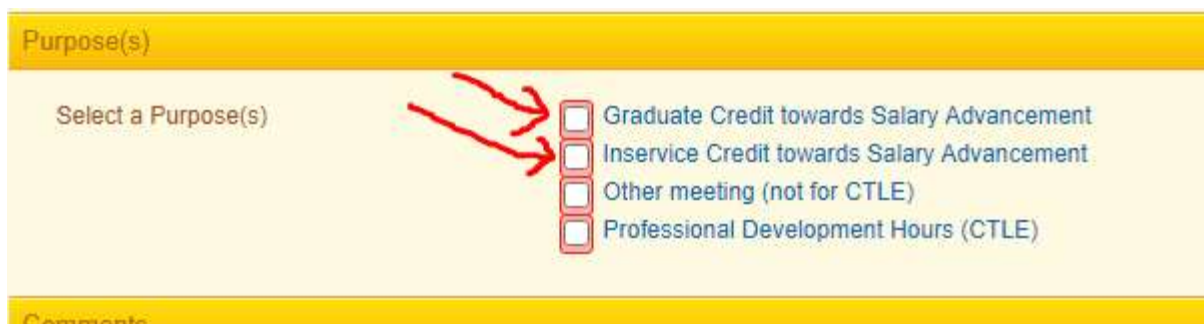
Log into Frontline Professional Growth.

Click on 'Forms' under Navigation, and then click on 'Inservice Course Form' or 'Graduate Course Form,' as applicable, under Fill-In Forms:

Complete the form with the required information pertaining to the course you wish to take.

Choose a Purpose of 'Inservice Credit towards Salary Advancement' or 'Graduate Credit towards Salary Advancement' as applicable:
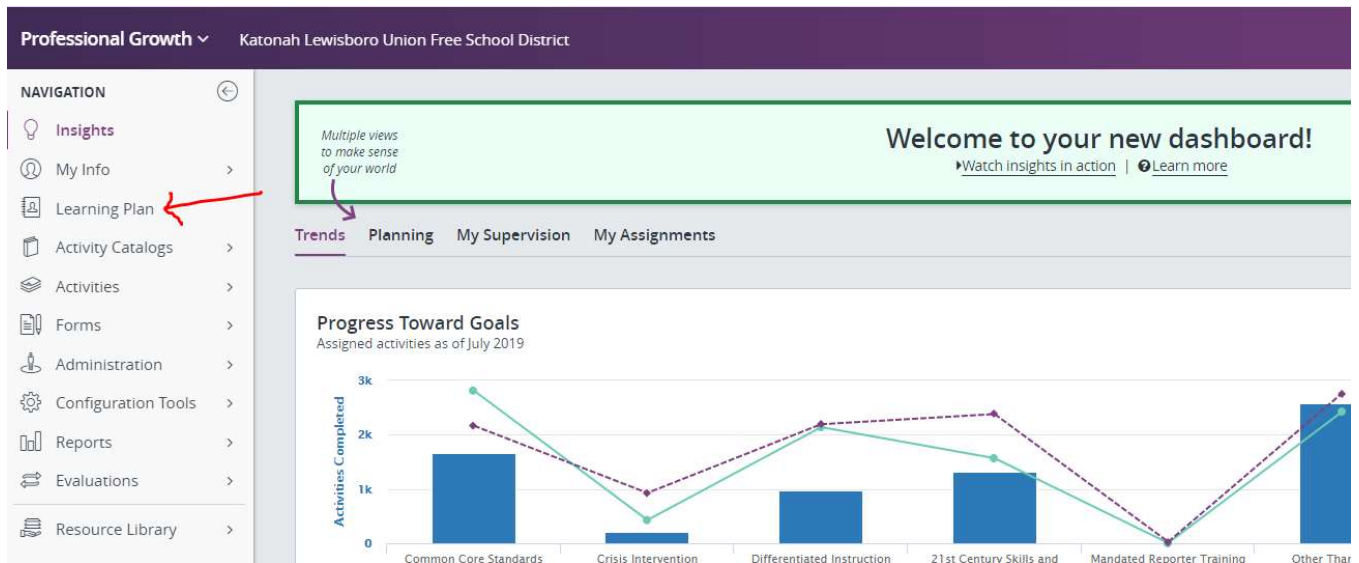
Your request will be routed to the Asst. Superintendent for Human Resources for prior approval.

- If your request is denied, you will receive an automatically generated email notification from Frontline.
- If the approver needs more information, you will receive an email notification from Frontline that the approver has requested 'More Info.' You can provide the requested info in the 'Comments' box on the form and re-submit the form.

Upon completion of the course, you must log back into MLP and mark the activity complete.

Click on the 'Learning Plan' under Navigation, which will take you to your portfolio:

Find the activity under 'My Requests,' and click on the 'Manage' button next to the activity:

Click on the 'Mark Complete' button:

Then scroll down and click the 'Submit' button:

This will route your request to Jeane Stein's queue for Final Approval.

In order to receive Final Approval in Frontline, YOU MUST submit a certificate of completion (for inservice credit) or an official transcript (for graduate credit) to Jeane Stein in the District Office. Upon receipt, Final Approval will be given, and the status of the activity will become 'Completed.' Jeane will send you an updated copy of your Course Credit Verification Form.