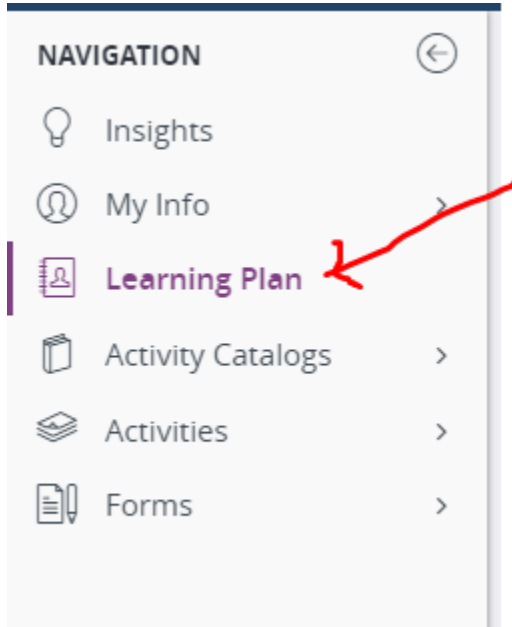


Contents

'LearningPlan'	2
Register for an In-District Professional Development Activity	4
Print a Certificate for a Completed In-District Activity that Qualifies for CTLE Hours	7
Obtain Prior and Final Approval for the Required 5 Hour Self-Directed PD Activity	8
Register for and Obtain Prior Approval to Attend a Workshop Offered by a BOCES Provider	12
Print a Certificate of Completion for a BOCES Workshop for your records (and for CTLE credit when applicable)	18
Obtain Prior Approval to Attend a Conference or Workshop Offered by a Non-BOCES Provider & Open a P.O. for Expenses	20
Obtain Prior Approval to Take a Course for Inservice Credit Toward Salary Advancement	24
Obtain Prior Approval to Take a Course for Graduate Credit Toward Salary Advancement	26
Salary Tracker	29

'LearningPlan'

Click on 'Learning Plan' in the Navigation box on the left to view and track the status of your Professional Learning Requests, view your professional development Portfolio, and view and track your APPR Evaluations.



Under the 'Recently Completed' Professional Development heading you will see a 'View My Portfolio' button – click to see your entire professional development portfolio.



Scroll down past the professional development headings to see your APPR Evaluations:

My Evaluation - [REDACTED]

Scheduled Components

None

Action Required

None

In Progress

None

Complete

Pre-Observation Planning Form - Evaluator Ann
Status: **completed**
Submitted: 11/13/2020 08:33 AM EST
Action: [View Pre-Observation Planning Form - Eva](#)

Evaluator Announced Observation - Evaluator /
Status: **completed**
Submitted: 11/13/2020 03:39 PM EST
Action: [View Evaluator Announced Observation - E](#)

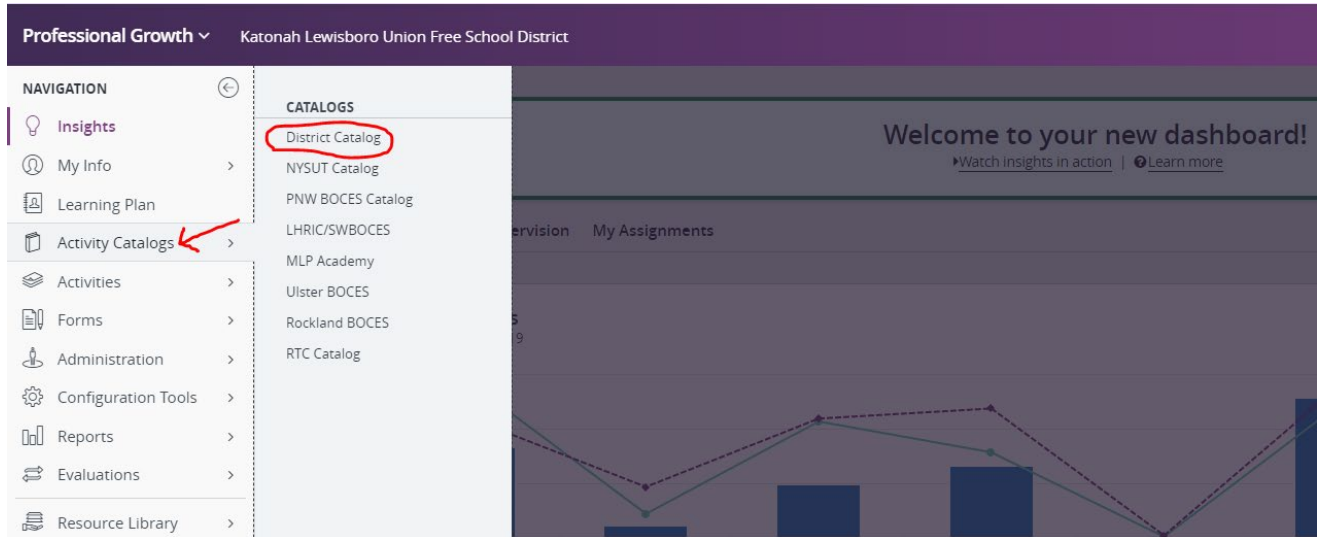
Post-Observation Conference and Reflection F
Status: **completed**
Submitted: 11/13/2020 10:24 AM EST
Action: [View Post-Observation Conference and Re](#)

Evaluator Unannounced Observation - Evaluat
[View Evaluator Unannounced Observation - Evaluat](#)

Register for an In-District Professional Development Activity

Log into Frontline Professional Growth.

Click on 'Activity Catalogs' under Navigation and then click on 'District Catalog' under Catalogs:



You can then scroll through the offerings and click on the desired activity or use the search function to narrow the search for an activity.

The screenshot shows the 'Catalog: Katonah Lewisboro School District' search results page. The 'Search Options' section is highlighted with a red line. It includes a 'Search Term' input field, a 'Program' dropdown menu set to 'All Programs', an 'Event' dropdown menu set to 'All Events', and 'Start Date' and 'End Date' fields with calendar icons. Below this is an 'Advanced Search Options' link. The 'Search Results (1 - 4 of 4)' section lists three activities:

- 1. New Teacher Class - FOR NEW TEACHERS**
Program: District Catalog
Dates: 9/10/2019 to 6/2/2020
Closed
Mentors will join new teachers on the following dates: Nov. 19; Dec. 3; March 3; June 2
Hours: 15 | Enrolled: 21/21 | Wait: 0/0
- 2. New Teacher Class Sessions with Mentors - FOR MENTORS**
Program: District Catalog
Dates: 11/19/2019 to 6/2/2020
Mentors join their mentees for these sessions of the New Teacher Class
Hours: 5 | Enrolled: 17/20 | Wait: 0/0
- 3. Universal Design for Learning (Gr. K-12)**
Program: District Catalog
Dates: 3/4/2020 to 3/11/2020
The Universal Design for Learning framework allows you, as an educator, to allow access for all learners in your classroom. There are a variety of resources, protocols and more to help explain UDL and how it can improve student learning in your class. In this class you will learn how to adjust your already established lessons/units to reach ALL students. Participants may submit a pay req for "seat time" (\$47/hr), OR use the workshop toward your 5 Hours of Self-Directed PD for 2019-20. If you want to use it toward your 5 Hours, you must also submit the information on a '5 Hour Self Directed PD Form' in MLP.

Click on the desired activity, and then click on the 'Sign-Up Now' button:

Activity Registration

Details

Universal Design for Learning (Gr. K-12)

Program: District Catalog

Dates: 3/4/2020 to 3/11/2020

2 Meeting(s)

#	Date	Time	Location
1.	Wed Mar 4, 2020	4:00 pm to 5:30 pm	MS 267
2.	Wed Mar 11, 2020	4:00 pm to 5:30 pm	MS 267

The Universal Design for Learning framework allows you, as an educator, to allow access for all learners i help explain UDL and how it can improve student learning in your class. In this class you will learn how to Participants may submit a pay req for "seat time" (\$47/hr), OR use the workshop toward your 5 Hours of S must also submit the information on a '5 Hour Self Directed PD Form' in MLP.

Purposes	Professional Development Hours (CTLE)
Categories	Pedagogy
Goals	Other
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	Catherine Graybosch (cgraybosch@klschools.org)
Registration Options	<div>Sign Up Now</div>

Be sure to sign the sign-in sheet when you attend the workshop. The sign-in sheet is used to confirm your attendance, which changes the activity status to "Completed" in your Frontline Portfolio.

If the workshop is held on Zoom, an attendance report is run from our KLSD Zoom account. Please make sure you join the workshop using your KLSD Zoom account so that your name appears on the attendance report.

If you sign-up for an in-district workshop, and then change your mind, please 'Drop' your registration to open up the spot for someone else, and also to avoid being marked absent:

Log into Frontline Professional Growth.

Click on 'Learning Plan' under Navigation:

The screenshot shows the Frontline Professional Growth dashboard for the Katonah Lewisboro Union Free School District. The left navigation menu includes links for Insights, My Info, Learning Plan (highlighted with a red arrow), Activity Catalogs, Activities, Forms, Administration, Configuration Tools, Reports, Evaluations, and Resource Library. The main content area displays a 'Welcome to your new dashboard!' message and a 'Progress Toward Goals' chart showing assigned activities as of July 2019.

You will find the activity in the 'Approved and In-Progress' section under 'My Requests.'

Click on the 'Manage' button next to the activity:

The screenshot shows the 'My Requests' section for Jeanette Stein. It displays a table of requests with columns for Actions, Activity Title, Start Date, End Date, and FormName. The 'Approved and/or In-Progress' section contains three records. The 'Manage' button for the 'Universal Design for Learning (Gr. K-12)' activity is highlighted with a red arrow.

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (3 Record(s))				
Manage	eChalk Annual User Group	04/23/2020	04/23/2020	BOCES/Regional Provider Form -MMD
Manage	Universal Design for Learning (Gr. K-12)	03/04/2020	03/11/2020	In-District PD Request Form
Manage	5 Hr PD Test	10/28/2019	10/28/2019	5-Hr Self Directed PD
Instructor Has Confirmed Attendance (0 Record(s))				

Then click the 'Drop' button:

The screenshot shows the 'Approval Status' section. It displays a table with columns for #, Administrator, Approval Type, Comments, and Status. Below the table, there is a section for 'Actions' with buttons for View/Print Form, Download Calendar File, Mark Complete, and Drop (highlighted with a red arrow).

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Actions:

- View/Print Form
- Download Calendar File
- Mark Complete
- Drop

Print a Certificate for a Completed In-District Activity that Qualifies for CTLE Hours

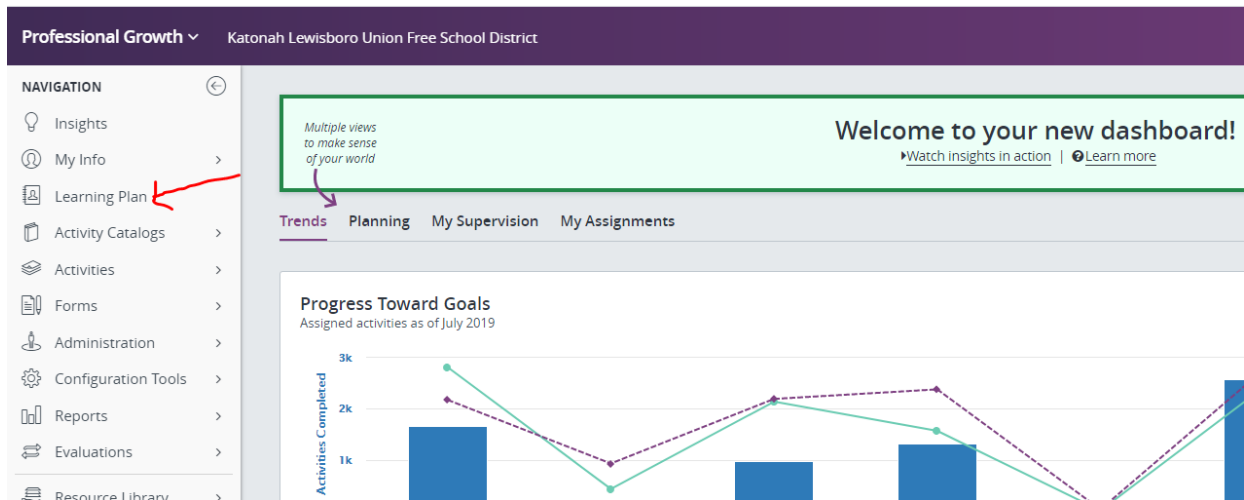
Many in-district activities will qualify for NY State CTLE hours.

If you need to report CTLE hours to NYSED for your license, you should print a certificate of completion for CTLE activities for your records.

After the workshop is complete, the instructor/facilitator will submit the sign-in sheet to the D.O. so that your attendance can be confirmed in Frontline. Once attendance has been confirmed, the activity will move to the 'Recently Completed' section under 'My Requests.'

Log into Frontline Professional Growth.

Click on 'Learning Plan' under Navigation.



Click on the 'Manage' button next to the activity under 'Recently Completed':

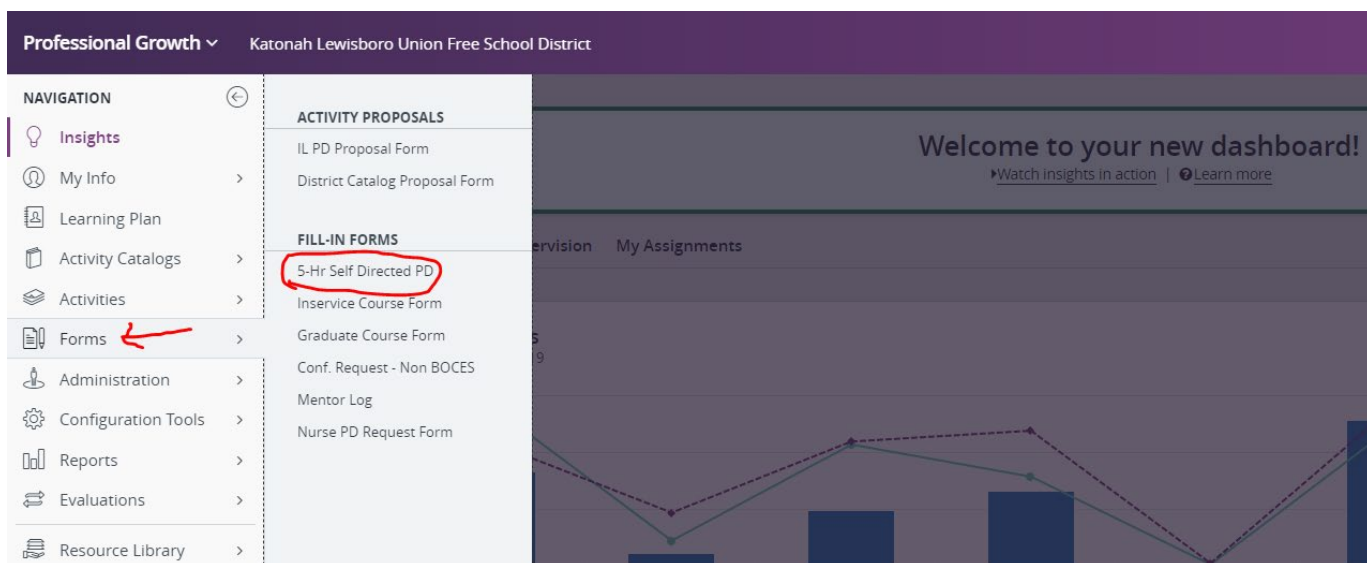
Recently Completed (5 Record(s))					
Manage	Session A - Microsoft Learning Tools	02/18/2020	02/18/2020	In-District PD Request Form	
Manage	Mentor Log Submitted 8/15/2019	08/15/2019	08/15/2019	Mentor Log	
Manage	Advanced Public Information Officer Training: Reunification (Lunch 'n Learn)	05/16/2019	05/16/2019	BOCES/Regional Provider Form -MMD	
Manage	Public Information Officer Training For Buildings / District Emergency Response Teams (Lunch n' Learn)	02/14/2019	02/14/2019	BOCES/Regional Provider Form -MMD	
Manage	Microsoft Teams for Administration (AM)	01/17/2019	01/17/2019	BOCES/Regional Provider Form -MMD	

Click 'Print Certificate':

Obtain Prior and Final Approval for the Required 5 Hour Self-Directed PD Activity

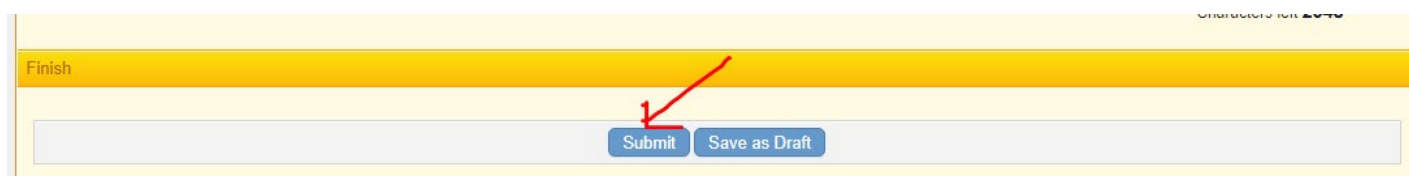
Log into Frontline Professional Growth.

Click on 'Forms' under Navigation, and then click on '5-Hr Self Directed PD' under Fill-In Forms:



Complete the form with all the requested information pertaining to your self-directed PD activity.

Click the 'Submit' button at the bottom of the form:



Your request will be routed to the Director of your Department, if applicable (only for Special Services, PE/Health and Guidance staff), and then to your Building Principal for Prior Approval.

NOTE: You should receive approval prior to completing the activity.

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 info in the 'Comments' box and re-submit the form.

Upon completion of the activity, you must log back into Frontline and complete the '5 Hour Self-Directed Summary Form' AND mark the activity complete.

Log into Frontline Professional Growth.

Click on 'Learning Plan' under Navigation.

Click on the 'Manage' button next to your activity found in the Approved and/or In-Progress section under 'My Requests':

My Requests - Jeanette Stein						
Actions	Activity Title	Start Date	End Date			FormName
Save as Draft (0 Record(s))						
-- no records --						
Wait List (0 Record(s))						
-- no records --						
Pending Prior Approval (0 Record(s))						
-- no records --						
Approved and/or In-Progress (3 Record(s))						
Manage	eChalk Annual User Group	04/23/2020	04/23/2020			BOCES/Regional Provider Form -MMD
Manage	5 Hour Self-Directed PD	03/08/2020	03/08/2020			5-Hr Self Directed PD
Manage	5 Hr PD Test	10/28/2019	10/28/2019			5-Hr Self Directed PD
Instructor Has Confirmed Attendance (0 Record(s))						

Click on the '5 Hour Self-Directed Summary Form' button:

Answer all the questions on the form, and then click the 'Save' button at the bottom to submit the form:

Frontline Professional Growth (formerly MLP) User Guide

Note: the 'Save' button does not actually "save" the form; it submits the form. Unfortunately, at this time Frontline does not allow you to save a partially completed form and return to it later; so do not start completing the form unless you have enough time to finish and submit.

5 Hour Self-Directed Staff Development Summary Form

General Info

User	Jeanette Stein
Building	Office of Curriculum and Instruction
Department	Other
User	Stein, Jeanette
Building	Office of Curriculum and Instruction
Activity Title	5 Hour Self-Directed PD

5 Hour Self-Directed Staff Development Summary Form

Your responses are NOT ANONYMOUS

How were the 5 Hours met? (IE. Five activities , one activity, etc.)

Characters left **2048**

Please provide a summary of your completed 5 –hour Professional Development Plan:

Characters left **2048**

Reflect on how this experience will benefit you, your students, your professional community and curriculum in the future:

Characters left **2048**

Click Save To Exit

Save

After you submit the Summary Form, click on the 'Return' button:

Confirmation

Saved

If your request is ready for final review, click the link below and then select the **Mark Complete** option.

Return

Then click on the 'Mark Complete' button:


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▼ Actions

View/Print Form		Download Calendar File	
Mark Complete		Revise/Resubmit Form	
Drop			

Scroll to the bottom of the page and click 'Submit':

Finish



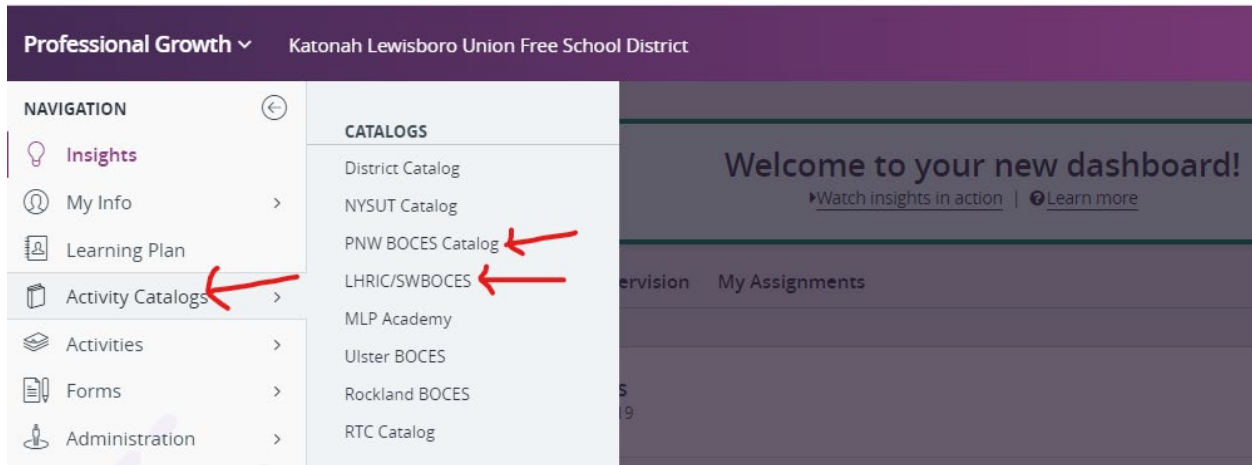
This will send the form to your principal's queue for Final Approval. Once your principal gives Final Approval, the status of the activity will become 'Completed.'.

Register for and Obtain Prior Approval to Attend a Workshop Offered by a BOCES Provider

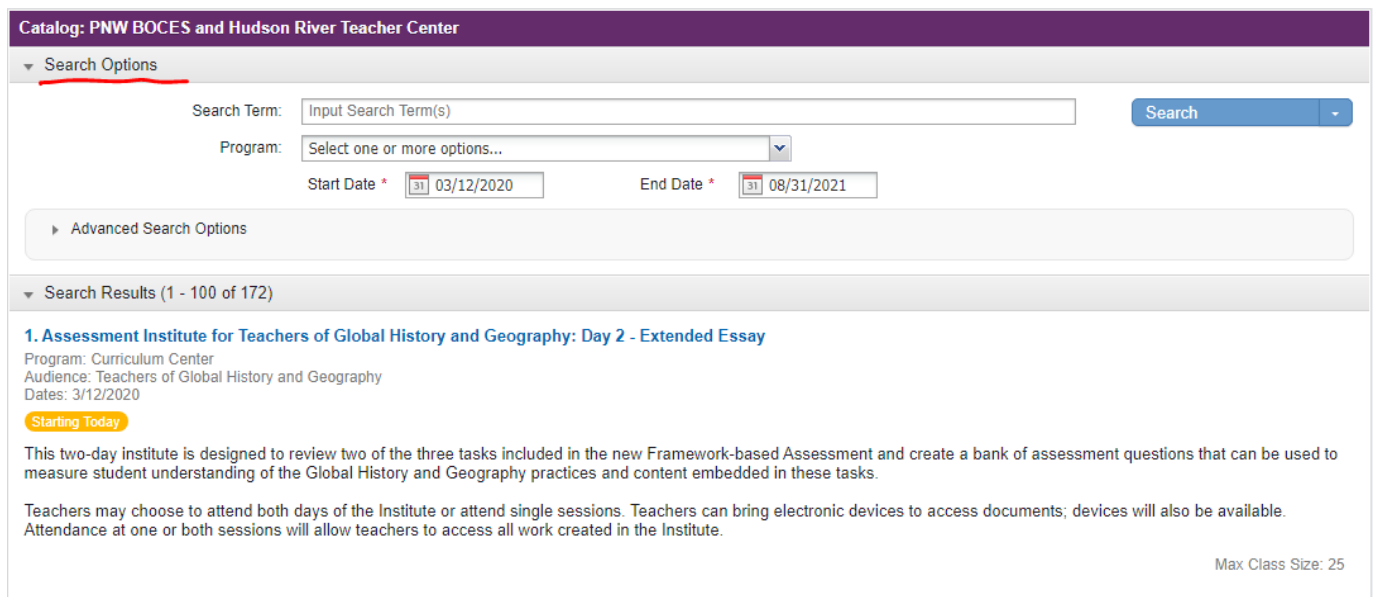
****Registration for BOCES workshops is processed through their catalog in Frontline****

Log into Frontline Professional Growth.

Click 'Activity Catalogs' under Navigation, and then click on the catalog for the desired BOCES provider:



You can scroll through the workshops listed chronologically by start date, or use the search feature at the top of the page:



Click on a workshop to see the details, and then click the 'Enroll' button at the bottom of the page to enroll.

Audience

Enrollment Options

Payment Options

Teachers, teaching assistants, therapists, behavior analysts, and other school-based personnel

Description	Units	Price
Hours	6.00	\$0.00
In-Service Hours	6.00	\$0.00

Credit Card
Select this option if you intend to pay by credit card.

District PO
Select this option if your district is going to pay the registration fee via Purchase Order.

District Billing
District Billing

Need more information? Send an Email to jdarling@pnwboces.org

Enroll

NOTE: If you accessed the workshop listing via a link (rather than by logging into Frontline to access the BOCES catalog), and you were not already logged into Frontline, you will be asked how you want to log in before you can register. Choose 'Frontline Professional Growth Users.'

Web Registration

Select Log In Method To Continue

I'm a registered user

Select this option if you have already created an account.

I'm a new user

Select this option if you do not have an account yet. The account is free and you can use it to check the status of your registrations and maintain records.

Frontline Professional Growth users

Select this option if your organization subscribes to Frontline Professional Learning Management.

Confirm your account information on the 'Review Account Info' page, and then click the 'Update & Continue' button at the bottom.

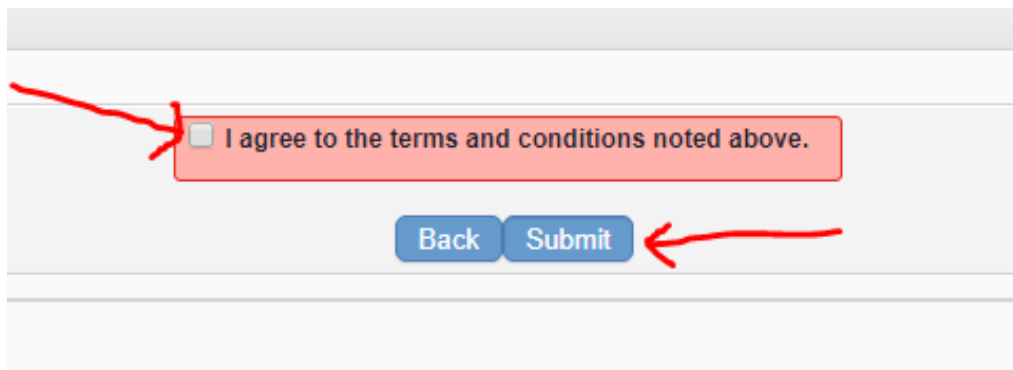
This will bring you to the 'Registration Form' page.

For 'Payment Method' choose either "No cost" (if applicable) or "District Billing."

EXCEPTIONS: PNW BOCES is now offering some 45-hour online courses for inservice credit – the District does not pay for courses to be used toward salary credit, so you would choose "Credit Card" or "Check." The District also does not pay for the mandated 6 hr. DASA workshop – you should choose either "Credit Card" or "Check" as the payment option.

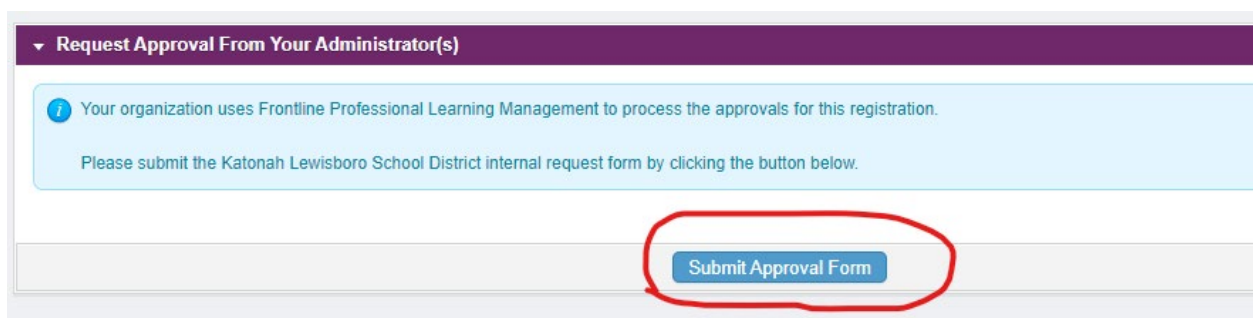
Read the Terms and Conditions and check the box.

Then click the 'Submit' button at the bottom of the page.

A screenshot of a web form. At the top, there is a red-bordered box containing a checkbox and the text "I agree to the terms and conditions noted above." A red arrow points to the checkbox. Below this box are two blue buttons: "Back" and "Submit". A red arrow points to the "Submit" button.

This will bring you to a screen telling you that KLSD uses Frontline to process approval for this registration.

Click 'Submit Approval Form,' which will bring you to the 'BOCES/Regional Provider Form' that the District uses for obtaining approval to attend a BOCES workshop:

A screenshot of a web page with a purple header bar that says "Request Approval From Your Administrator(s)". Below the header is a light blue box containing an information icon and the text: "Your organization uses Frontline Professional Learning Management to process the approvals for this registration. Please submit the Katonah Lewisboro School District internal request form by clicking the button below." At the bottom of the page, there is a blue button labeled "Submit Approval Form" which is circled in red.

Complete all required fields on the BOCES/Regional Provider Form:

NOTE: Although the form requires that you provide absence and sub information, you must also enter your absence and sub request in Frontline Absence Management.

The screenshot shows a form titled "MeetingDate 1". The fields and their values are:

- Meeting 1 Date: 03/20/2020
- Start & End Time: 9 AM :00 To 10 AM :30
- Location: Yorktown CSD, Central Administration Office, 2725 Crompond Road, Yorktown, NY 10598
- Sub Needed for Date #1: ☐ Yes ☒ No
- Absence Period1: ☒ FULLDAY ☐ AM ☐ PM ☐ NO SUB NEEDED
- Location of Absence1: Office of Curriculum and Instruction

A red box highlights the "Sub Needed for Date #1" and "Absence Period1" fields. A red circle highlights a note at the bottom: "Substitute Information: You must also enter your absence and request for sub, if needed, in AESOP."

Choosing a 'Purpose':

BOCES is an approved provider of CTLE credits. Therefore, if the workshop you are registering for falls into one of the CTLE categories of "Content," "Pedagogy," or "ELL" you should choose a 'Purpose' of "Professional Development Hours (CTLE)."

BOCES also hosts some meetings that do not fall into one of the CTLE categories. For those meetings choose a 'Purpose' of "Other Meeting (not for CTLE)."

Requests to attend BOCES workshops will be routed to the Director of your Department, if applicable (only for Special Services, PE/Health and Guidance staff), then to your Building Principal, then to the Asst. Supt. for Curriculum for Prior Approval.

BOCES has also started offering a few 45-hour online courses for Inservice Credit that can be used toward salary advancement. Choose a 'Purpose' of "Inservice Credit Toward Salary Advancement" for these courses. This will route your request to the Asst. Supt. for Human Resources for approval for salary credit.

Click the 'Submit' button at the bottom of the page:

The screenshot shows the "Purpose(s)" section of the form. It includes a "Select a Purpose(s)" dropdown menu and four radio button options:

- ☐ Graduate Credit towards Salary Advancement
- ☐ Inservice Credit towards Salary Advancement
- ☐ Other meeting (not for CTLE)
- ☐ Professional Development Hours (CTLE)

At the bottom of the form, a "Submit" button is highlighted with a red circle.

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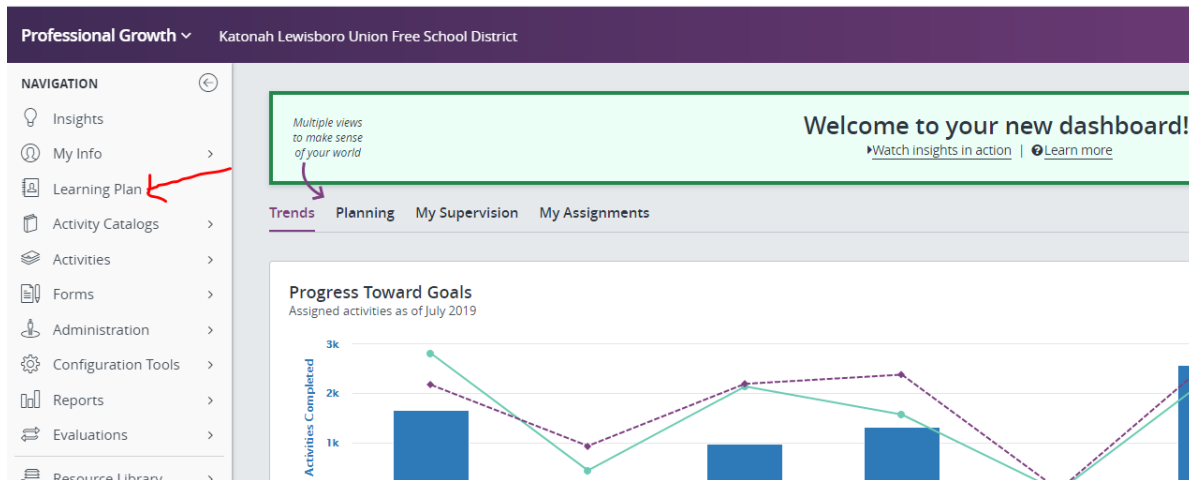
If your request is denied, you will receive an automatically generated email notification from Frontline.

If an approver needs more information, you will receive an email notification from Frontline that the approver has requested 'More Info.' You can provide the info and re-submit the form.

NOTE: BOCES does not complete your registration until you have received "Prior Approval" from District Administrators in Frontline.

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

Click on 'Learning Plan' under Navigation.



Click on the 'Manage' button next to the workshop found in the Approved and/or In-Progress section under 'My Requests':

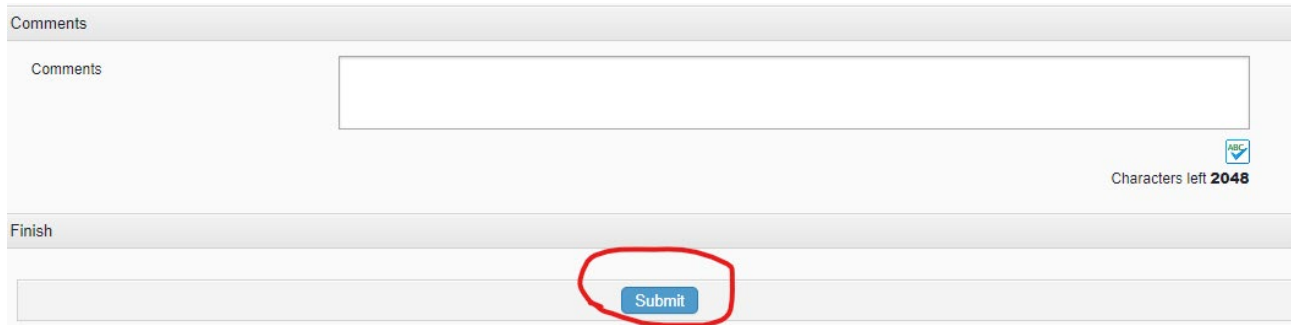
Approved and/or In-Progress (3 Record(s))						
Manage	eChalk Annual User Group	04/23/2020	04/23/2020			BOCES/Regional Provider Form -MMD
Manage	5 Hour Self-Directed PD	03/08/2020	03/08/2020			5-Hr Self Directed PD
Manage	5 Hr PD Test	10/28/2019	10/28/2019			5-Hr Self Directed PD

Click on the 'Mark Complete' button:

Actions

View/Print Form	Download Calendar File
Print Enrollment Form	Print Certificate
Mark Complete	Drop

Then scroll down and click on the 'Submit' button:



The screenshot shows a web form with a 'Comments' section. It includes a text input field and a character count 'Characters left 2048'. Below the comments section is a 'Finish' section containing a 'Submit' button, which is circled in red.

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

The workshop will appear under the 'Awaiting Final Approval' heading until Final Approval is given. Once Final Approval is given, the Status will become "Completed" and it will move under the 'Recently Completed' heading in 'Learning Plan.'

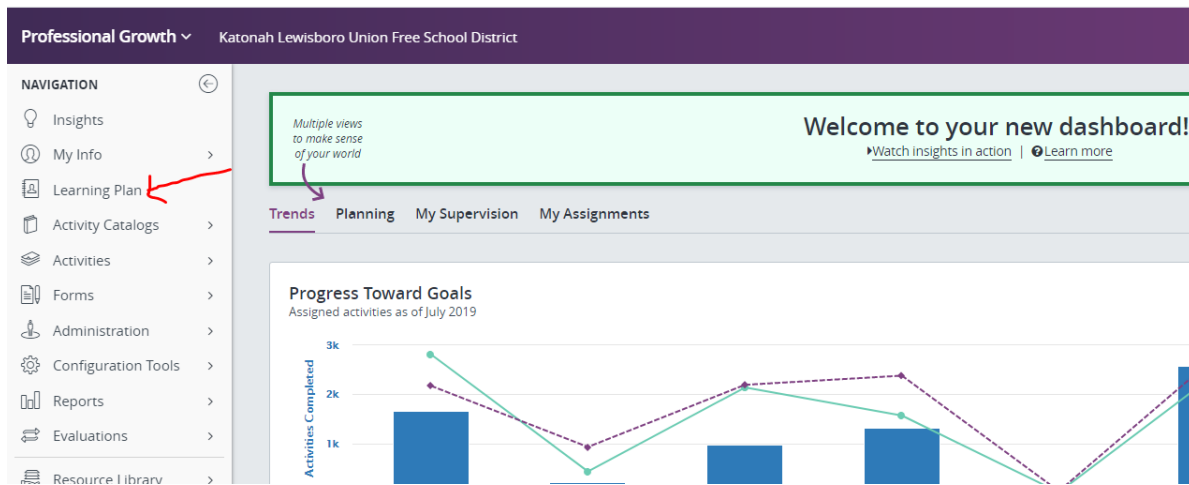
Print a Certificate of Completion for a BOCES Workshop for your records (and for CTLE credit when applicable)

BOCES is an approved CTLE provider. If the workshop qualified for CTLE credit, you should print the certificate for your records.

BOCES will upload a certificate of completion directly into Frontline.

Log into Frontline Professional Growth.

Click on 'Learning Plan' under Navigation.



Click on the 'Manage' button next to the workshop, which you will find under the 'Awaiting Final Credit' or 'Recently Completed' heading:

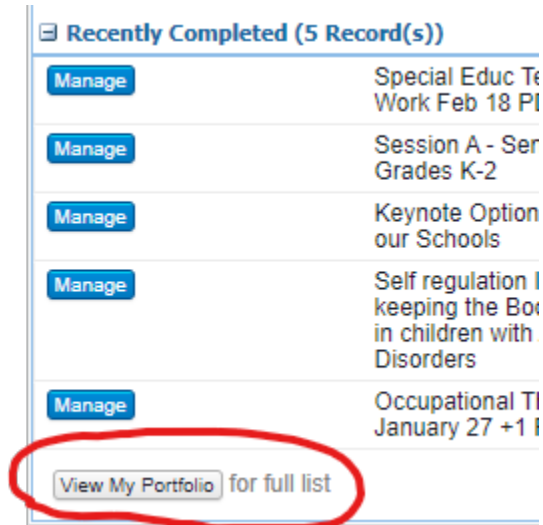
Awaiting Final Credit (4 Record(s))				
Manage	Assistive Technology Forum January 2019	01/09/2019	01/09/2019	BOCES/Regional Provider Form -MMD

Click on 'Print Certificate':

The screenshot shows the 'Actions' panel in the Frontline Professional Growth interface. The panel lists several actions: View/Print Form, Download Calendar File, Print Enrollment Form, and Drop. The 'Print Certificate' button is highlighted with a red arrow.

NOTE: If you did not print them at the time, you can go back and print CTLE certificates for workshops completed in the past. You can also print a record of your entire Frontline Professional Growth portfolio.

Click on 'View My Portfolio' located at the bottom of 'Recently Completed' activities:



Your portfolio includes a list of all completed activities listed by school year.

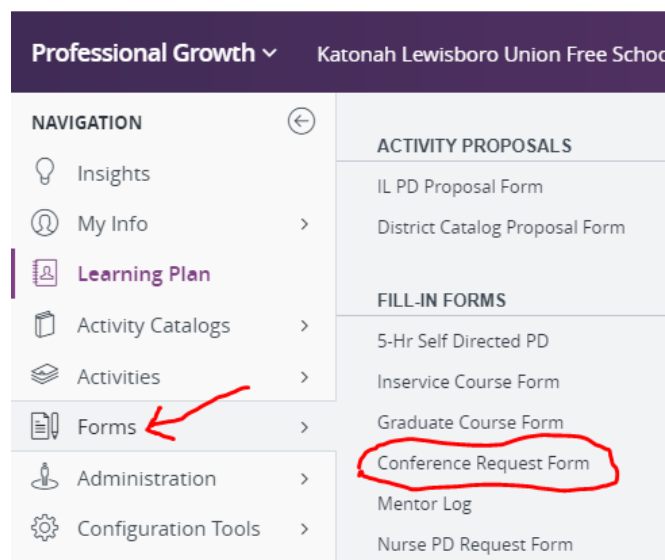
You can click on any KLSD or BOCES activity, and then click 'Print Certificate' to print a certificate of completion that includes CTLE information, if applicable.

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

An approved 'Conference Request Form' in Frontline serves as approval for teachers to request a requisition be submitted to open a purchase order to cover expenses associated with the conference/workshop.

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, and/or if you plan to request to be reimbursed for any expenses, you must complete the 'Expenses' section as accurately as possible.

Even if no expenses will be incurred, if the workshop takes place during the school day, it should be submitted for approval in Frontline for your principal to approve.

If a department other than your building (i.e. Special Services, Guidance, the D.O.), will be covering the costs, please note that in the 'Comments' field in the 'Expenses' section of the form.

Expenses

Estimated costs: Fill all items that apply and you seek reimbursement for
(Remember to submit Requisition in Finance Manager)

Registration Fee

Estimated Lodging

Estimated Transportation

Estimated Tolls

Mileage Total x .565 (current rate)

Estimated Meals

Other 1

Other 2

Comments

NOTE:

1. If there is a registration fee, you must open a P.O. prior to registering.
2. Print this form with Prior Approvals and give to the Building Secretary to open a P.O.
3. You must enter your absence in AESOP.

Click 'Submit' at the bottom:

Finish

Your request will be routed to the Director of your Department, if applicable (only for Special Services, PE/Health and Guidance staff), then to your Building Principal, and then to the Asst. Supt. for Curriculum for Prior Approval.

If your request is denied, you will receive an automatically generated email notification from Frontline.

If an approver needs more information, you will receive an email notification from Frontline that the approver has requested 'More Info.' You can provide the info and re-submit the form.

A purchase order MUST be opened BEFORE any expenses are incurred!

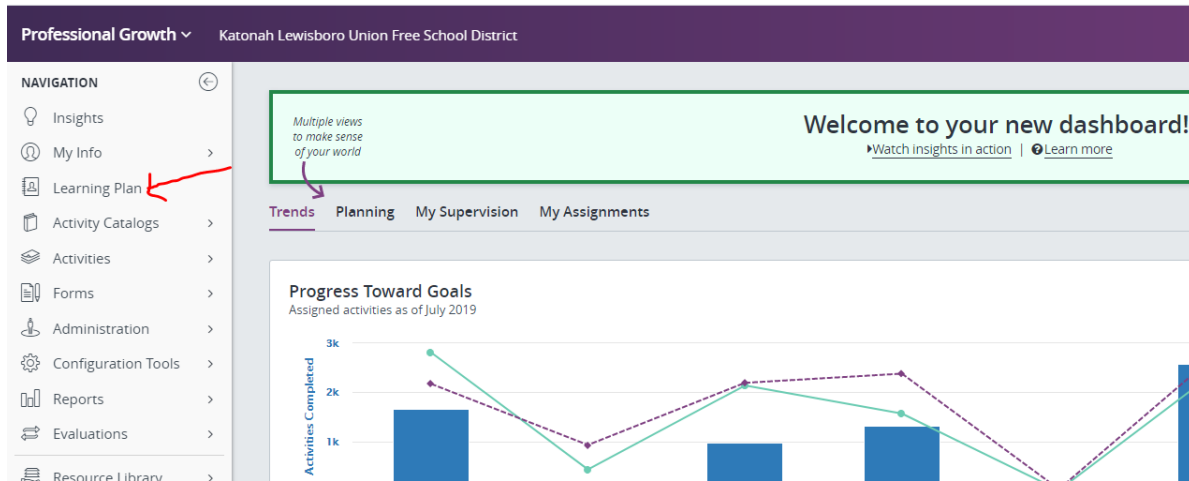
To open a purchase order, you must wait for this request to receive all 'Prior Approvals' in Frontline (you receive 'Final Approval' **AFTER** you attend the workshop). Once you have received Prior Approvals, print out and submit the approved request to the person in your building/department who enters requisitions in nVision.

NOTE: Either you or the person entering the requisition will need to contact the provider to find out if they accept a purchase order for registration, and if so, what the process is for doing that. In some

cases, you will be registered when the business office submits the P.O. In other cases, you may need to register yourself online after the P.O. has been opened and you will upload a PDF of the P.O. as payment. Some organizations do not accept a P.O. as payment. In that case, a P.O. will need to be opened in your name for reimbursement of the registration fee. After that P.O. has been opened, you may register and pay by credit card. After you attend the conference, you should submit the receipt, a certificate of attendance, an approved expense claim form, and signed Receiving Copy of the P.O. to accounts payable for reimbursement. Some organizations will accept a P.O. when you register but require the invoice to be paid before you attend. Our business office cannot pay the invoice until after you attend. If their policy is it must be paid before, you will need to have a P.O. opened in your name for reimbursement of the registration fee and follow the steps outlined above.

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

Click on 'Learning Plan' under Navigation.



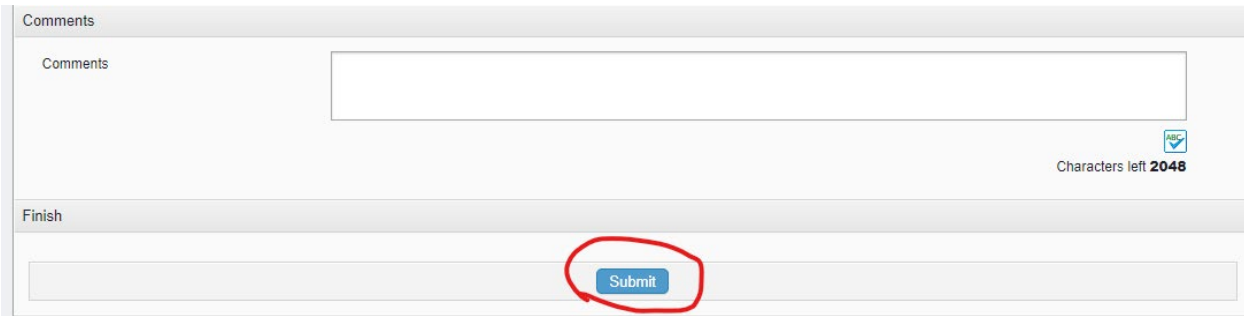
Click on the 'Manage' button next to the conference found in the 'Approved and/or In-Progress' section under 'My Requests':

Approved and/or In-Progress (4 Record(s))					
Manage	eChalk Annual User Group	04/23/2020	04/23/2020		BOCES/Regional Provider Form -MMD
Manage	Test Conference	03/13/2020	03/13/2020		Conf. Request - Non BOCES
Manage	5 Hour Self-Directed PD	03/08/2020	03/08/2020		5-Hr Self Directed PD
Manage	5 Hr PD Test	10/28/2019	10/28/2019		5-Hr Self Directed PD

Click on the 'Mark Complete' button:

The screenshot shows the 'Actions' dropdown menu for a record. The menu contains the following options: View/Print Form, Mark Complete (highlighted with a red arrow), Drop, Download Calendar File, and Revise/Resubmit Form. Each option has an information icon (i) to its right.

Then scroll down and click the 'Submit' button:

A screenshot of a web form. At the top, there's a section labeled 'Comments' with a large text input area. To the right of the input area, it says 'Characters left 2048'. Below the 'Comments' section is a 'Finish' section. In the 'Finish' section, there is a blue 'Submit' button, which is circled in red.

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

Submit a certificate of attendance to Jeane Stein in the District Office so that 'Final Approval' can be given, and the status of the activity will become 'Completed.'

If a P.O. was opened to the vendor to pay a registration fee:

- Submit a copy of your certificate of attendance to the person who entered the requisition in nVision (building or dept office assistant or Jeane Stein if paid out of DW funds). That person will submit your certificate along with a signed Receiving Copy of the P.O. to Accounts Payable in the Business Office so that the invoice for the registration fee can be paid (the District does not pay registration fees until proof of attendance has been submitted).

If a P.O. was opened in your name for reimbursement of expenses:

- Submit a completed 'Claim for Mileage, Travel & Misc Expenses' form that has been signed by the administrator whose funds paid for the conference, along with a copy of your receipt of payment of the registration fee, certificate of attendance, and the signed Receiving Copy of the P.O. to Accounts Payable in the Business Office. If the P.O. included reimbursement for mileage or other travel expenses, you should include those items on the claim form, and attach original receipts and a printout of Mapquest showing the mileage.

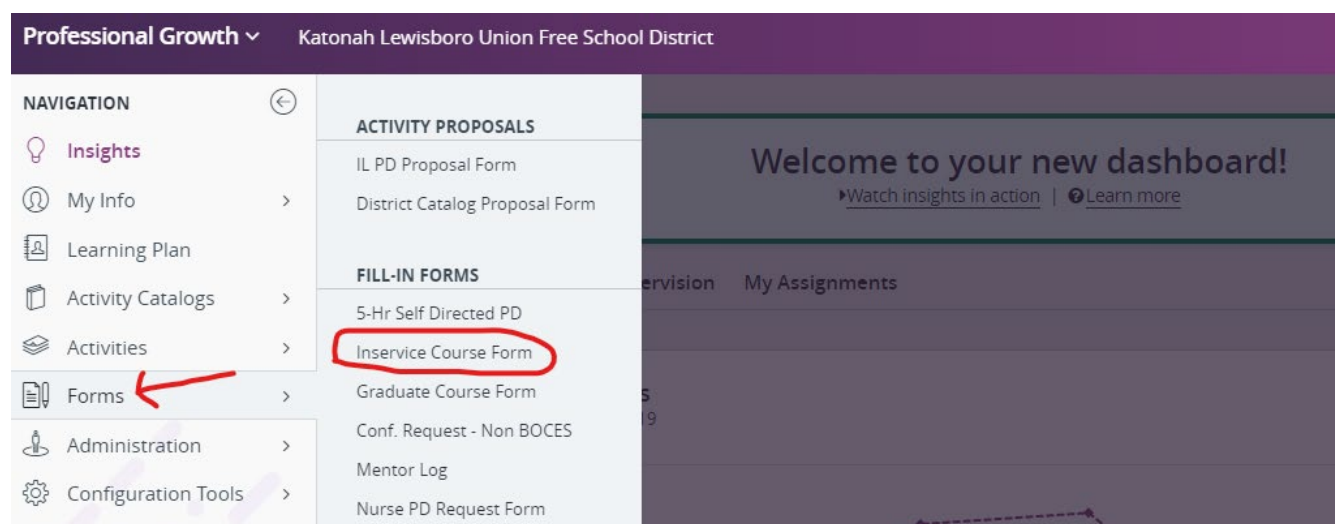
Obtain Prior Approval to Take a Course for Inservice Credit Toward Salary Advancement

FYI: 15 course hours = 1 inservice credit.

NOTE: You must receive Approval from the Asst. Supt. for Human Resources PRIOR to starting an inservice course.

Log into Frontline Professional Growth.

Click on 'Forms' under Navigation and then click on 'Inservice Course Form' 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 Toward Salary Advancement.'

A screenshot of the 'Purpose(s)' selection form. It has a yellow header bar with the text 'Purpose(s)'. Below the header, there is a section titled 'Select a Purpose(s)' with a list of four options, each with a checkbox: 'Graduate Credit towards Salary Advancement', 'Inservice Credit towards Salary Advancement' (which is checked), 'Other meeting (not for CTLE)', and 'Professional Development Hours (CTLE)'. The form has a yellow border.

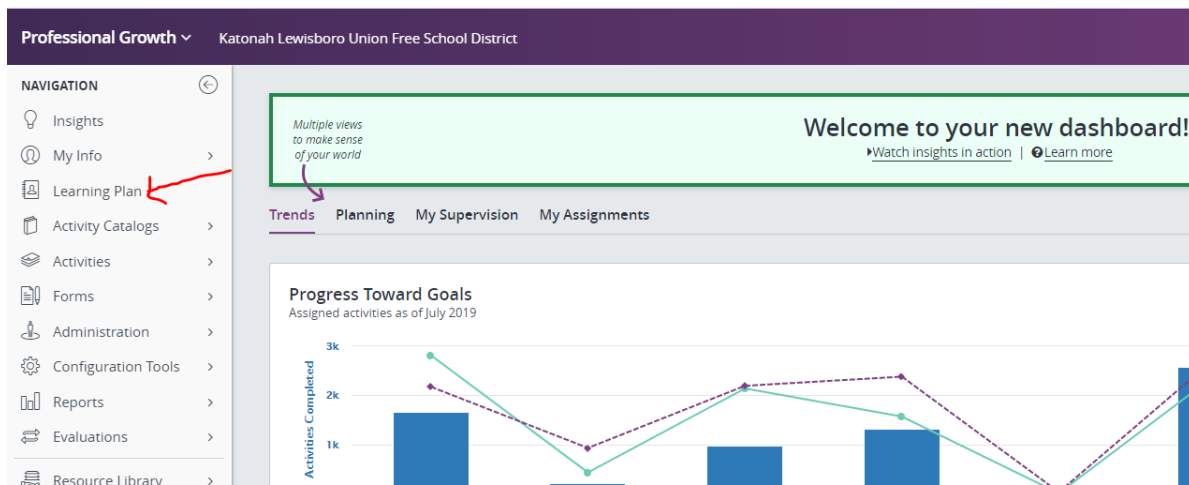
Your request will be routed to the Asst. Superintendent for Human Resources for Prior Approval.

If your request is denied, you will receive an automatically generated email notification from Frontline.

If the Asst. Superintendent 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 your request.

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

Click on 'Learning Plan' under Navigation.



Click on the 'Manage' button next to the inservice course found in the 'Approved and/or In-Progress' section under 'My Requests':

Approved and/or In-Progress (5 Record(s))					
Manage	eChalk Annual User Group	04/23/2020	04/23/2020		BOCES/Regional Provider Form -MMD
Manage	Test Conference	03/13/2020	03/13/2020		Conf. Request - Non BOCES
Manage	5 Hour Self-Directed PD	03/08/2020	03/08/2020		5-Hr Self Directed PD
Manage	Test Inservice Course	02/01/2020	02/28/2020		Inservice Course Form
Manage	5 Hr PD Test	10/28/2019	10/28/2019		5-Hr Self Directed PD

Click the 'Mark Complete' button.

The screenshot shows the 'Actions' section of the Frontline Professional Growth interface. It contains four buttons: 'View/Print Form', 'Download Calendar File', 'Mark Complete' (highlighted with a red arrow), and 'Drop'. Each button has an information icon (i) to its right.

Then scroll down and click the 'Submit' button.

The screenshot shows the 'Finish' section of the Frontline Professional Growth interface. It contains a single button labeled 'Submit', which is circled in red.

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

For Final Approval to be given in Frontline and the credits to be recorded in Frontline Salary Tracker, YOU MUST ALSO submit a certificate of completion to Jeane Stein in the District Office. Upon receipt, she will grant Final Approval in Frontline and send an email letting you know the credits now appear in your Salary Tracker in Frontline. (Salary Tracker section is at the end of this document).

Obtain Prior Approval to Take a Course for Graduate Credit Toward Salary Advancement

FYI: 15 course hours = 1 graduate credit.

NOTE: You must receive Prior Approval from the Asst. Supt. for Human Resources PRIOR to starting a graduate course.

Log into Frontline Professional Growth.

Click on 'Forms' under Navigation and then click on 'Graduate Course Form' under Fill-in Forms:



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

Choose a Purpose of 'Graduate Credit Toward Salary Advancement.'

Purpose(s)

Select a Purpose(s)

- ☐ Professional Development Hours (CTLE)
- ☐ Inservice Credit towards Salary Advancement
- ☒ Graduate Credit towards Salary Advancement
- ☐ Other meeting (not for CTLE)

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.

Frontline Professional Growth (formerly MLP) User Guide

If the Asst. Superintendent 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 your request.

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

Click on 'Learning Plan' under Navigation.

Professional Growth v Katonah Lewisboro Union Free School District

NAVIGATION

- Insights
- My Info
- Learning Plan**
- Activity Catalogs
- Activities
- Forms
- Administration
- Configuration Tools
- Reports
- Evaluations
- Resource Library

Welcome to your new dashboard!
Watch insights in action | Learn more

Trends Planning My Supervision My Assignments

Progress Toward Goals
Assigned activities as of July 2019

Activities Completed

3k
2k
1k

Click on the 'Manage' button next to the graduate course found in the 'Approved and/or In-Progress' section under 'My Requests':

Approved and/or In-Progress (6 Record(s))					
Manage	eChalk Annual Virtual User Group	04/23/2020	04/23/2020		BOCES/Regional Provider Form -MMD
Manage	Test Conference	03/13/2020	03/13/2020		Conf. Request - Non BOCES
Manage	Test Graduate Course Form	03/02/2020	03/09/2020		Graduate Course Form
Manage	5 Hour Self-Directed PD	03/08/2020	03/08/2020		5-Hr Self Directed PD
Manage	Test Inservice Course	02/01/2020	02/28/2020		Inservice Course Form
Manage	5 Hr PD Test	10/28/2019	10/28/2019		5-Hr Self Directed PD

Click the 'Mark Complete' button.

Actions

View/Print Form Download Calendar File

Mark Complete Drop

Then scroll down and click the 'Submit' button.

Finish

Submit

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

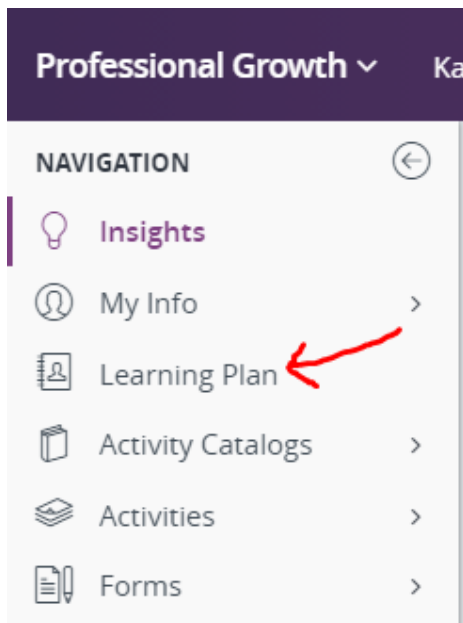
For Final Approval to be given in Frontline and the credits to be recorded in Frontline Salary Tracker, YOU MUST ALSO submit an official transcript to Jeane Stein in the District Office. Some schools now offer an electronic official transcript which is fine. You can have it sent to jstein@klschools.org. Upon receipt, she will grant Final Approval in Frontline and send an email letting you know the credits now appear in your Salary Tracker in Frontline. (Salary Tracker section is at the end of this document).

Salary Tracker

Salary Tracker is a feature in Frontline Professional Growth that allows the user to see their current salary lane (but not step), as well as view a list of their “banked” inservice and graduate courses that can be used toward a future salary lane change.

To access Salary Tracker, log into Frontline Professional Growth.

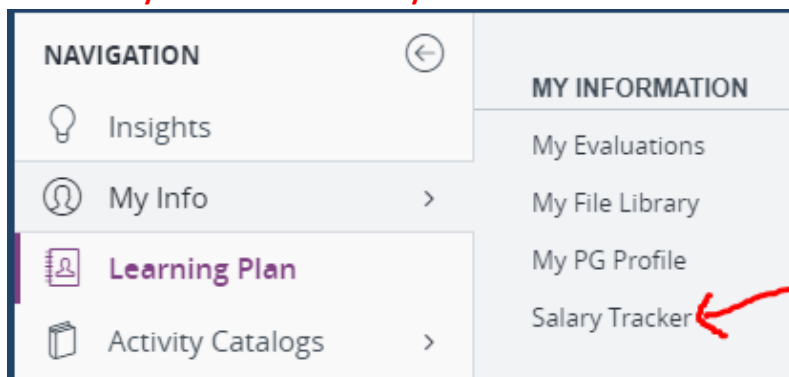
Click on ‘Learning Plan’ in the Navigation:



This takes you to your complete professional learning portfolio. All courses you have taken for salary credit appear in your portfolio; however, it can be difficult to determine how many inservice and graduate credits you have banked because they are listed amongst all your other professional development activities.

Salary Tracker filters your activities, so that only those **completed** courses with a ‘Purpose’ of “Inservice Credit Toward Salary Advancement” or “Graduate Credit Towards Salary Advancement” appear on the Salary Tracker page.

Click on ‘My Info’ and then ‘Salary Tracker:’



You will see a page that looks similar to this:

Salary Tracker

Instructions

User Information

Staff ID: [REDACTED]
Certificate ID: [REDACTED]
Salary Tracker: MA60
IMES Email: [REDACTED]@klschools.org Title: TEACHER

Salary Step Allocations

Step	Status	Hours	Credits	Actions
Manage MA9		135.00	0.00	
Manage MA60		510.00	19.00	
Manage UNALLOCATED				

Unallocated hours/credits

Salary Step	Hours / Avail	Credits / Avail	Activity Title	Date Completed	Start Date	End Date	Purpose	Last Review
UNALLOCATED	0.00	3.00	Educating with Character	09/14/2021	07/01/2021	07/31/2021	Graduate Credit towards Salary Advancement	Not Allocated
UNALLOCATED	45.00	0.00	Empowering All Students Through Non-fiction Reading	09/14/2021	06/01/2021	06/30/2021	Inservice Credit towards Salary Advancement	Not Allocated

****PLEASE NOTE:** Frontline uses the term “SALARY STEP” for what the District refers to as “SALARY LANE” (circled in blue above). Frontline is currently **not** able to change the terminology. All references to “step” in Salary Tracker should be read as “lane.”

Your current salary lane is in the upper right corner (circled in red above).

Your “banked” inservice hours and graduate credits will appear under the ‘Unallocated hours/credits’ heading. Courses are “banked” only upon ‘Final Approval’ in Frontline. Final Approval is given when Jeane Stein receives your certificate of completion (for inservice courses) or official transcript (for graduate courses).

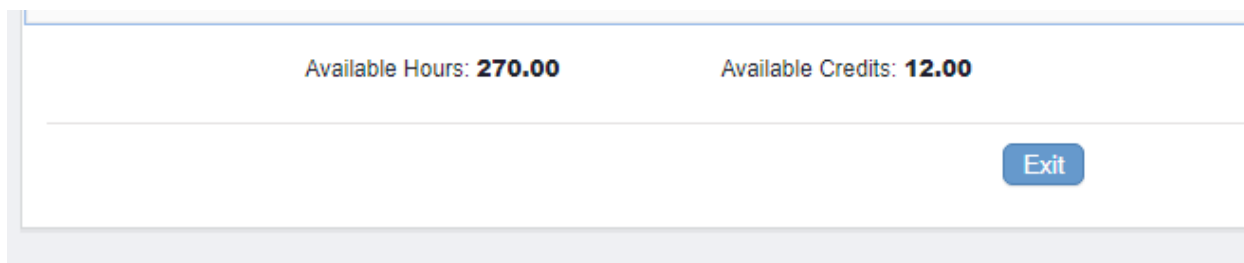
Inservice courses are recorded as “hours” and graduate courses are recorded as “credits” (highlighted in yellow above).

The number of hours earned for an inservice course will appear in the ‘Hours/Avail’ column.

The number of graduate credits earned for a graduate level course will appear in the ‘Credits/Avail’ column.

If you do not see a course listed under ‘Unallocated hours/credits’ that you think should be there, check to make sure that you have marked it complete and sent the certificate or official transcript to Jeane Stein in the District Office.

At the bottom of your list of 'Unallocated hours/credits' will be the total number of inservice hours and total number of graduate credits currently in your bank:



The screenshot shows a summary box with two labels: "Available Hours: 270.00" and "Available Credits: 12.00". Below these labels is a blue button labeled "Exit".

15 inservice hours = 1 credit

Divide the # of inservice hours by 15 to determine the number of inservice "credits" in your bank.

- **A minimum of 12 graduate credits is required for each lane change.**
- If you complete 12 graduate credits, you need 18 inservice credits to move to the next lane.
- If you complete more than 12 graduate credits, the number of inservice credits needed to move to the next lane is reduced accordingly (i.e. 15 graduate credits + 15 inservice credits, 18 graduate credits + 12 inservice credits, etc.).

Following are a few general reminders; however, you should always refer to the teachers' contract for comprehensive instructions regarding the salary advancement process:

- The current salary lanes are **MA, MA30, MA60, and MA90**.
- A move from one lane to the next requires completion of 30 credits, at least 12 of which must be graduate credits.
- Lane movement is limited to 1 column every two years.
- If you are currently on an "old" salary lane (one other than those listed above), the number of graduate credits required to move to the next "new" lane is prorated. Please see the teachers' contract to determine the prorated number of graduate credits needed based on your current salary lane.