Approval Process for all District Approvers

Frontline Professional Growth: SAU #44

- Log into your FPG home page and click on the Administration option in the left side menu, then choose Pending Approvals
- 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. You will need to open and view the document.
    - 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)
    - If anything is missing, please send back to staff with the MORE INFO option.
- 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/ask for more info. If approved, the second prior approver will be notified. If denied or requesting more information, please comment to the employee the reason why.
- 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.
- You will receive a reminder email each morning if you have requests that need your attention.

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- 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. You need to open and view to make sure the documents are complete.
- Historical Data Form Approval:
    - The same Form F can be used if there are multiple certifications/components being logged in however…The staff member must complete the process separately for each certification & component 2. For example: If a teacher has two certifications and needs CEU's for component 2, they will need to submit the Historical Data form 3 times. (see instructions for details)
    - As an approver you will have already signed off on the paper copy. This is to get everything logged electronically and into the system.
    - Please make sure when a request comes through, you double check that they have checked the recertification box as well as the specific certification they are allocating CEU's to. Click Approve.