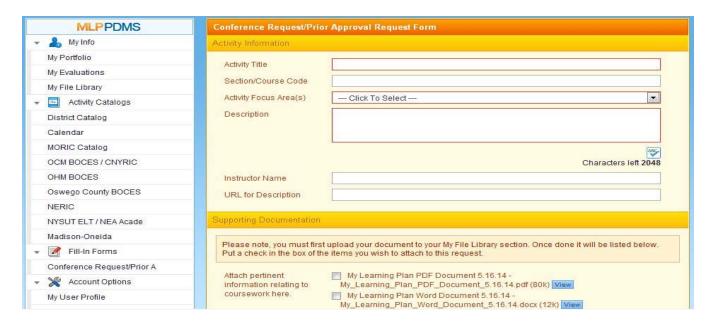
My Learning Plan Prior Approval Request Submission Process

When initiating a prior approval request for a workshop, graduate class, release time, department meeting, etc., please follow these steps:

- 1. Log into MLP
- 2. Make sure any documents that you will need to attach to your request have been uploaded to your <My File Library> in MLP prior to initiating a prior approval request. The process for uploading documents to your <My File Library> is provided for you in a section to follow.
- 3. Click on the Catalog of the provider/sponsor of the activity from the left hand side and follow the steps as directed. It should pre-populate information for you. You may need to double check the information, or modify if necessary prior to final submission. The District Catalog already has a lot of meetings listed, so check there before initiating a separate request and doing a lot of unnecessary work. The District will be working with building secretaries over the summer on entering meeting calendars into the MLP catalog for the 2014-15 school year. I would recommend waiting until later in August to fill out MLP requests for building or district meetings that take place during the 2014-14 school year.
- 4. If the activity is not listed or found in any of the catalogs listed in the left hand column, you will need to initiate a new request form.
- 3. Click on <Conference Request/Prior A> from the links in the left hand column
- 4. You should see something similar to the following;



- 5. Complete the <Activity Information> section at the top
- 6. Provide the <Supporting Documentation>. If your supporting documents aren't listed in this section, you will need to upload the documents to your <My File Library> first before completing the request process. The process for uploading documents to your <My File Library> is provided for you in a section to follow.
- 7. Scroll down and you should see something similar to the following:

ates	
# of Meetings	1
MeetingDate 1	
Meeting 1 Date	31
Start & End Time	▼ :00 ▼ To ▼ :00 ▼
Location	
Sub Needed for Date #1	Yes No
Absence Start/End Time1	▼ :00 ▼ To ▼ :00 ▼
Location of Absence1	District Office
Name of requested sub, if needed:	

8. Complete all parts of this section. For events or activities that take place at the same time, at the same location, but on multiple dates, you do not have to enter each one separately. Furthermore, it is not necessary to complete a separate MLP request form for each instance of an activity. You may be able to use only one MLP request form and enter multiple dates. Select "1" for the number of meetings from the drop down menu next to < # of Meetings>. Complete all the information for the first event. Then go back up to the < # of Meetings> and select the appropriate number of meetings from the drop down list. You should then see a list of multiple occurrences of the event with the <Meeting Date> blank for each successive occurrence. It should look similar to the following:

eetingDate 1		
Meeting 1 Date	31 05/16/2014	
Start & End Time	2 PM ▼ :00 ▼ To 3 PM ▼ :00 ▼	
Location	LGI	
Sub Needed for Date #1	Yes No	
Absence Start/End Time1	2 PM ▼ :00 ▼ To 3 PM ▼ :00 ▼	
	VVS High School	
Location of Absence1 eetingDate 2	VVS High School	
eetingDate 2 Meeting 2 Date	31	
eetingDate 2		
eetingDate 2 Meeting 2 Date	31	
eetingDate 2 Meeting 2 Date Start & End Time	2 PM	
Meeting 2 Date Start & End Time Location	2 PM	

9. Select the correct date I for each successive occurrence from the calendar icon next to the <Meeting Date>.

The rest of this should apply to those items selected from a catalog or those items initiated without the catalog. Be advised of the following when completing the remaining sections:

- a. For VVS, "In-Service Credit" is a term that specifically applies to a form of contractual COMPENSATION. It is NOT synonymous with the terms "workshop", "seminar", "professional development". If the District is paying for an event, you are not eligible for in-service credit (compensation) for that event. In addition, if the event, or portion of the event occurs during the regular work day, you are not eligible for in-service credit (compensation) for that event or portion of the event that occurs during the regular work day. You may be eligible for in-service credit (compensation) for attending approved events that are of no cost to the District and which occur outside of the regular school day (or a portion thereof).
- b. For VVS, "Graduate Credit" is also a term that specifically applies to a form of contractual COMPENSATION. It is also NOT synonymous with the terms "workshop", "seminar", "professional development". Graduate Credit (compensation) cannot be granted for coursework or portions of coursework that takes place during the regular work day.

- c. The number of Professional Development [PD] Hours only needs to be indicated by those who are required to track that information for purposes of maintaining professional certification. If you have questions about your status and/or requirement to track PD hours, please contact Tami Whooten. Those required to track PD hours would indicate the number of hours in the <Hours/Credits> section as well as checking the box for <PD Hours 175/75 (Certification Only)> in the <Purpose> section. PD hours can be earned during or outside of the regular school day as long as the event applies to your certification. Scoring TRAINING can apply towards PD hours. The SCORING and the ADMINISTRATION of the tests cannot apply to PD hours.
- d. Those seeking in-service credit or graduate hours would indicate the number of hours in the <Hours/Credits> section as well as checking the box for either <In-service credit> or <Graduate Credit> in the <Purpose> section, but not both.
- e. Those seeking in-service credit or graduate credit and wishing to have these hours tracked for the purposes of required PD hours must select both <In-service credit> or <graduate credit> and <PD Hours 175/75 (Certification Only)> in the <Purpose> section.
- f. Users should only complete one box under the <Hours/Credits> section. If you are not seeking in-service credit or graduate hours and are NOT required to track PD hours, a zero should be entered in the boxes.
- g. Users must check at least one box under the <Purposes> section. If the top three selections in the <Purposes> section do not apply to your request, then you must select <Other>. <PD Hours 175/75 (Certification Only)> should only be selected by those required to track that information. If <Graduate/In- service credit> or <PD Hours 175/75 (Certification Only)> is selected, a corresponding number of hours must be indicated next to the corresponding <In-Service/Professional Development Hours> or <Graduate Hours> in the <Hours/Credits> section.
- 10. Complete the <Cost> section. Keep in mind the following: If the District is paying for the event, you are not eligible for in-service credit or graduate credit. If you are seeking reimbursement for any category of reimbursement, you must maintain your receipts and will be required to upload verification of the costs as a part of the Finalizing and Marking Complete process.
- 11. Complete the <Hours/Credits>, <Goals and Objectives>, and <Purpose> sections referring to the information above in bold print for clarification.
- 12. Add comments that may help clarify information for the approver.
- 13. Click <submit>

Reimbursement for Expenses:

An event or activity must be Finalized, Marked Complete, and Approved by Tami Whooten prior to any expenses being reimbursed. In order to receive reimbursement for approved expenses, the expenses must have been included on the prior approval request, and receipts and mileage verification must be uploaded to MLP and attached prior to marking as complete.

If you have done a mapquest (or similar) of your trip as verification of miles traveled, you will need to print it out, scan it in, and upload to MLP. Providing the link to mapquest requires others to do that work for you, and they will not.

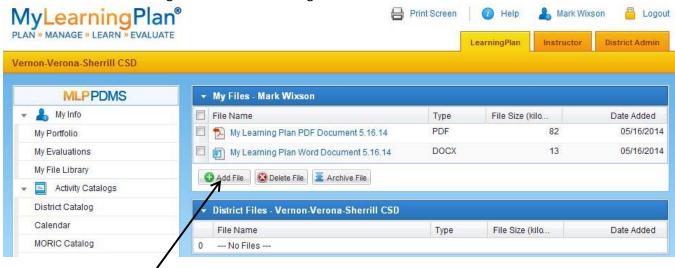
Mapquest or a printout from the NYS Thruway website is not sufficient verification for tolls. You will either need a receipt from the tollbooth, or verification from EZ-pass if you use that service.

Once approved, your request for reimbursement is sent on to Diane Rine, who will then issue a check to be cut as part of the next warrant. Warrants are posted twice a month.

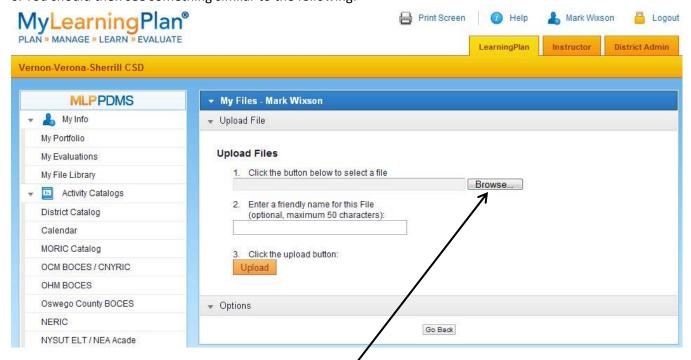
Uploading Files for a Prior Approval Request:

You may need to attach a file or files in MLP as a part of your initial request submission for prior approval, or as part of your final verification of the activity completion. You cannot attach a file directly from your desktop, network folder, or scanner while you are in the process of prior approval, or final verification. All file attachments <u>must first</u> be uploaded into the MLP "My File Library". In order to upload a file into MLP My File Library, follow these steps:

- 1. Make sure your file is in digital format and saved in your network folder: If not already in digital format:
 - a. scan the documents to your email through your building copier (building secretaries can help)
 - b. open the document in your email and save to your network folder
 - c. give the document a name that will help you easily identify its contents and date
- 2. Log into MLP
- 3. Click <My File Library> from the links in the left hand column
- 4. You should see something similar to the following:

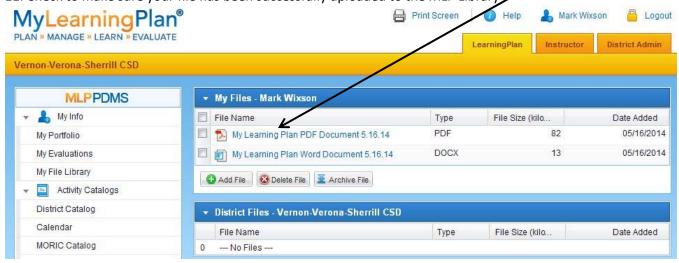


- 5. Click on <Add File>
- 6. You should then see something similar to the following:



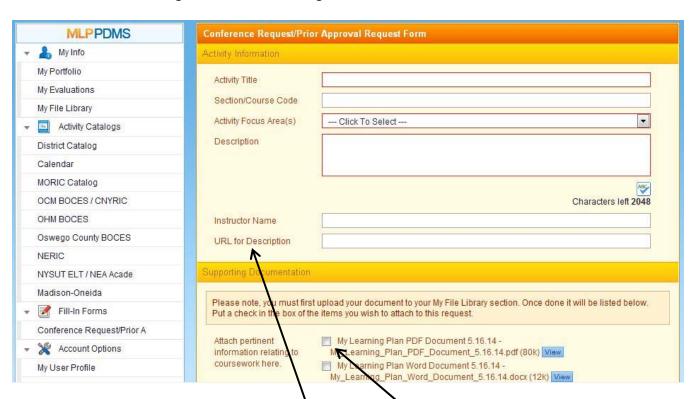
7. Click <Browse> to locate the file you want to upload

- 8. Enter a friendly name that will help you easily identify the contents of the file
- 9. Click < Upload>
- 10. Refresh MLP by clicking on <My File Library Again>
- 11. Check to make sure your file has been successfully uploaded to the MLP Library



When you need to attach a file to a prior approval request follow these steps:

- 1. Click <Conference Request/Prior A> from the links in the left hand column
- 2. You should see something similar to the following:

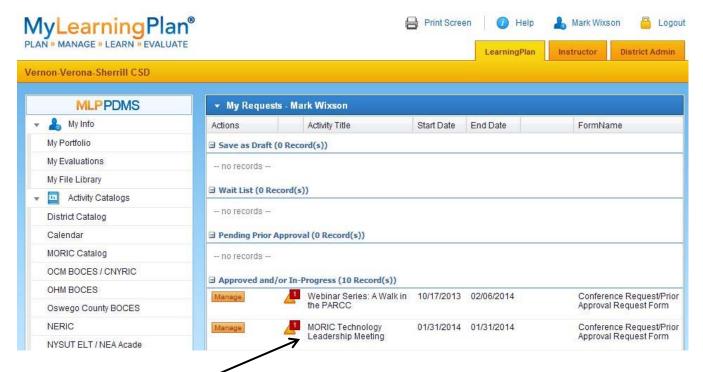


3. After you fill in the Activity Information, you can attach the documents you wish to attach by checking the box next to the file name of each document you wish to attach to the request. If you wish to attach a URL (website address), you can type it in, or copy and paste here.

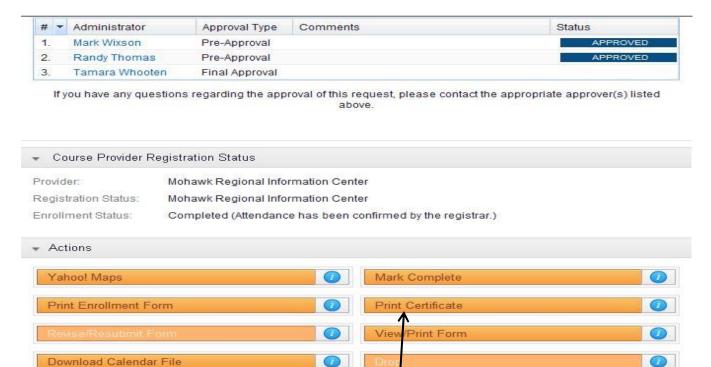
Final Verification Process:

When completing the final verification process, follow these steps:

1. Log into MLP and you should be on the <LearningPlan> Tab at the top of the page and see something like the following:



- 2. If you have items in the <Approved and/or In-Progress> section, you may have items requiring you to finalize and provide verification
- 3. Click on the <Manage> box and scroll down to finalize the activity. You should see something similar to the following:



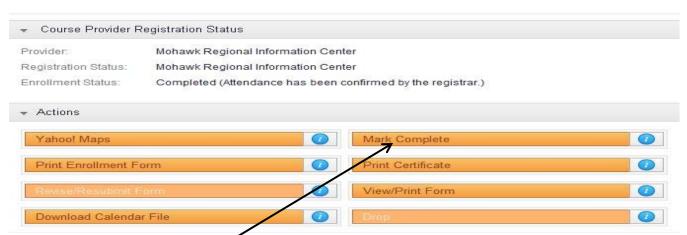
4. If you have an active (brighter color) < Print Certificate > box, you will need to print the certificate and upload it to your < My File Library > prior to marking your activity complete. You cannot upload a certificate or receipts, etc. after you have marked complete. It must be done prior to. If you are unable to upload, a hard

copy of these items will need to be forwarded to the Superintendent's Office. However, this defeats the purpose of paperless records, so please upload any documentation before beginning the process.

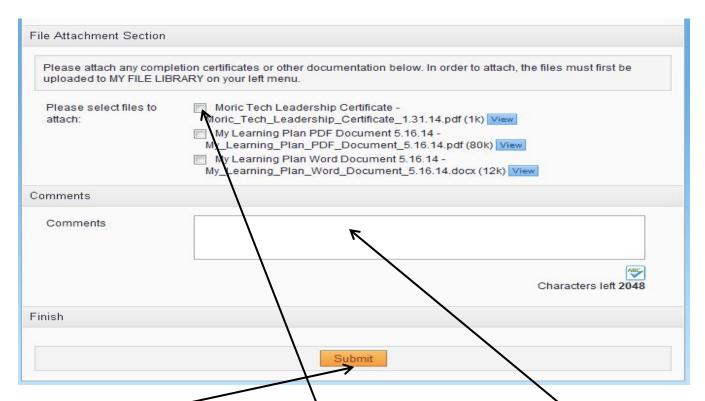
- 5. Click on the <Print Certificate> box to print your certificate. Most likely it will be in Pdf format.
- 6. Scan the hard copy certificate to your email, using the process described earlier.
- 7. Save the document to your <My File Library>, and verify that it has been uploaded to the library using the process described earlier.
- 8. If you are required to provide a different form of verification (ie. attendance verification) make sure you have uploaded that to your <My File Library> as well, before moving on to complete the process.
- 8. Click the <LearningPlan> Tab at the top of the page to navigate back to the following screen:



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



- 9. Click the <Mark Complete> box / and scroll down
- 10. You should see something similar to the following:



11. Click the box next to the file(s) you wish to attach, leave any comments you wish to leave, and click submit.

12. You should see something similar to the following, and is now pending Tami Whooten's Approval

