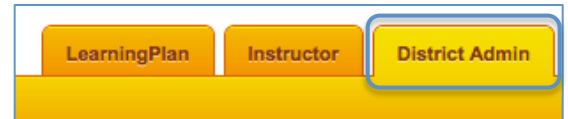


My Learning Plan Administrative Tools Approving Requests to Attend a Conference

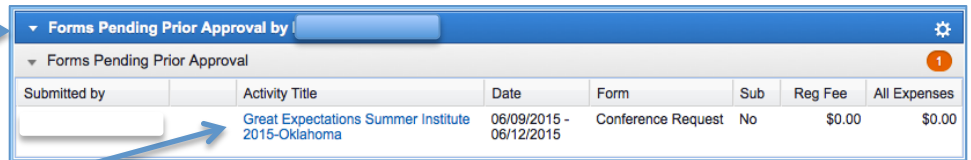
Occasionally, staff may ask to attend an out-of-district conference or workshop (for example, an 8th Floor workshop, a national conference, etc.). The staff member will enter a Conference Request on My Learning Plan. Once submitted, the principal must approve the workshop or conference on My Learning Plan indicating permission is granted for attendance (especially important when someone is attending during the school day) and also indicating any associated costs are covered (registration fees, substitutes, etc.) **To approve a conference request, follow the instructions provided below.**

1. Log in to My Learning Plan. (Instructions can be found here: http://www.tulsaschools.org/8_Employees/01_PROFESSIONAL_DEV/pdf/MLPSigningIn.pdf)

2. Click the District Admin tab located on the top right of the screen.



3. Locate the section entitled Forms Pending Prior Approval.

A screenshot of the "Forms Pending Prior Approval" section. It shows a table with columns: Submitted by, Activity Title, Date, Form, Sub, Reg Fee, and All Expenses. A row is visible with the activity title "Great Expectations Summer Institute 2015-Oklahoma", dates "06/09/2015 - 06/12/2015", form type "Conference Request", and fees of "\$0.00".

Submitted by	Activity Title	Date	Form	Sub	Reg Fee	All Expenses
	Great Expectations Summer Institute 2015-Oklahoma	06/09/2015 - 06/12/2015	Conference Request	No	\$0.00	\$0.00

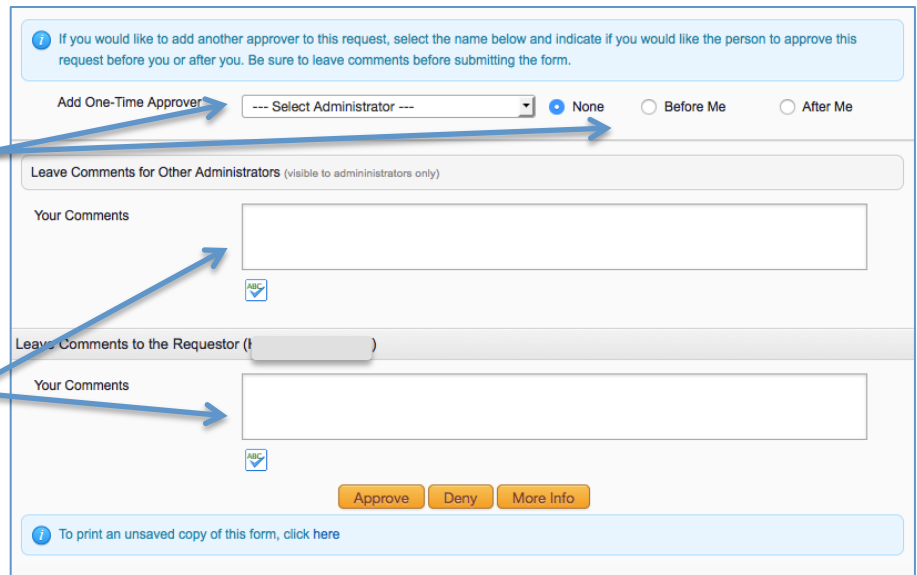
4. Click on the activity title.

5. Scroll through the form noting the items affecting your approval decision – dates, times, locations, costs, etc.

6. Scroll down to the administrator's section.

If there's someone you think might need to approve before you, select the one-time approver and select Before Me.

If necessary, leave any comments for other administrators or requestor.

A screenshot of the approval form. It includes a section for "Add One-Time Approver" with a dropdown menu for "Select Administrator" and radio buttons for "None", "Before Me", and "After Me". Below this are two sections for "Leave Comments for Other Administrators" and "Leave Comments to the Requestor", each with a "Your Comments" text area and a "Save" button. At the bottom, there are "Approve", "Deny", and "More Info" buttons.

If you would like to add another approver to this request, select the name below and indicate if you would like the person to approve this request before you or after you. Be sure to leave comments before submitting the form.

Add One-Time Approver: --- Select Administrator --- None Before Me After Me

Leave Comments for Other Administrators (visible to administrators only)

Your Comments: [Text Area]

Leave Comments to the Requestor (1)

Your Comments: [Text Area]

To print an unsaved copy of this form, click here

7. Click Approve, Deny, or More Info.

Approve will move it forward in the approval process.

Deny will return it to the requestor.

More Info will return it to the requestor asking for additional information.