

Submitting an Approval Request Form

MyLearningPlan enables organizations to post blank forms relating to professional development. If an organization has configured **MyLearningPlan** to use these forms, they will appear on the left navigation bar under the **Fill-In Forms** heading. These blank forms are used for a variety of reasons including requesting prior approval to attend an activity that is not in the **District Catalog** (e.g., requesting prior approval to attend an out-of-town conference).

Every organization will have their own procedures and processes for using these blank forms. For further guidance, please consult your organization's professional development coordinator or appropriate administrator for assistance.

Use these steps to Submit an Approval Request Form:

Upon clicking the **LearningPlan** tab along the top of the screen, there will be a **Fill-In Forms** option in the left section. Review the forms listed. Your organization may create online forms for various purposes. Some organizations will have multiple forms, while others will have only one (or none). Selecting the appropriate form is crucial. If the form selection is not obvious, contact your organization's professional development coordinator.

The screenshot shows the MyLearningPlan interface. At the top, there are three tabs: LearningPlan, Instructor, and District Admin. The LearningPlan tab is active. On the left, there is a navigation menu with the following items: My Info, Activity Catalogs, Fill-In Forms (highlighted with a red box), Conference, Graduate, ASD Graduate, Mentoring Log, Mentor Plan, IPDP Professional Growth F, PLC/Team Learning Plan, PLC/ TeamLearning Log, Impact Level Form, Reflective Practice Log, TPES Communication Log, TPES Prof. Dev. Log, Activity Proposals, and Activity Proposal. The main content area is titled 'My Proposals' and 'My Requests'. Under 'My Requests', there is a table with columns: Actions, Activity Title, Start Date, End Date, and FormName. The table contains several rows of request types with their respective record counts: Save as Draft (0 Record(s)), Wait List (1 Record(s)), Pending Prior Approval (2 Record(s)), Approved and/or In-Progress (10 Record(s)), Instructor Has Confirmed Attendance (0 Record(s)), Awaiting Final Credit (0 Record(s)), Denied (0 Record(s)), and Recently Completed (0 Record(s)).

Click the form title that you wish to fill out. Review and complete the form. Some fields on the form are *required*. These are highlighted with a light pink background color. Values **MUST** be placed into these fields.

When the **Submit** button is clicked, the request will be submitted and forwarded for approval. When a form is submitted, the screen will show a summary of the approval process for the submitted request.

Approval Status

#	Administrator	Approval Type	Comments	Status
1.	Sean Macisaac	Pre-Approval		PENDING
2.	Karin Devon	Pre-Approval		
3.	Philip Afonso	Pre-Approval		
4.	Sean Macisaac	Final Approval		

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

Note: If the approval process seems incorrect:

- 1 Drop the Activity Request - If you are unsure on how to do this, please refer to the tutorial titled **Cancelling/Dropping a Request**.
- 1 Review the User Profile - To make sure all of the building and department assignments are correct.
- 1 Re-submit the form.

If you continue to experience problems, contact your organization's professional development coordinator.

Every submitted request should appear in the **My Requests** list that is visible on the main **LearningPlan** workspace.

Depending on the organization's approval process, the request will be listed under the status titled **Awaiting Prior Approval** or **Approved and In Progress..**