



## Frontline: Professional Growth Registration Correction Request

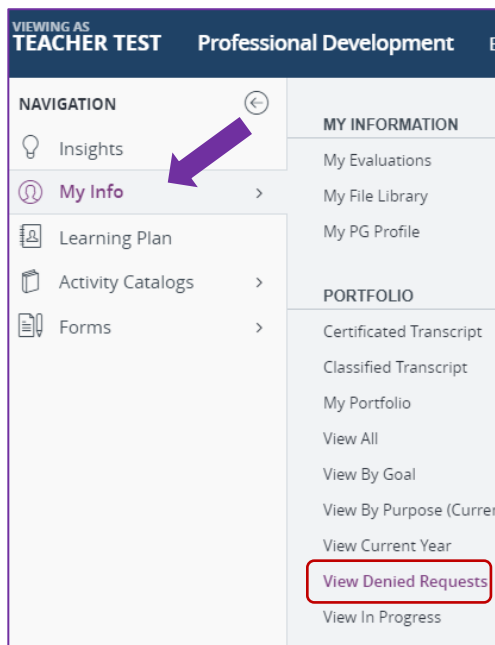
### Registration Correction Request for Clock Hours and Compensation: Employee Instruction

You discovered you're marked absent for an activity or forgot to register, but you were there. Or maybe there was an error in the hours awarded to you, nevertheless you will need to request a correction!

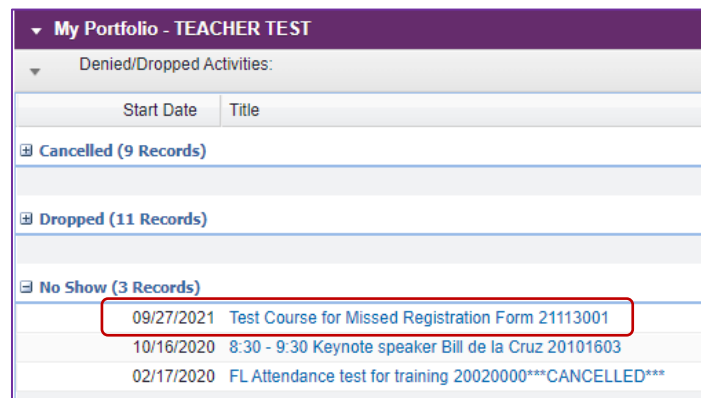
Follow these steps to complete the Registration Correction Request.

#### Step 1.

Log into [Frontline Professional Growth](#) > My Info > View Denied Requests > No Show > Activity Title



Click the title from the list. All the necessary information to complete the correction form in the activity details, instructor name, dates, credits, and hours.



Copy the Activity Title, Owner/Instructor > Dates

**Test Course for Missed Registration Form 21113001**

Activity Owner/Manager: INGRID STAFFORD - IStafford@everettsd.org  
Instructor(s): ANNE LARUE

Dates: 09/27/2021 to 09/28/2021  
Status: No Show

Test Missed Registration Request for Clock Hours and Compensation

Credits: 4.5 | Hours: 4.5 | Program: District Catalog | Form: Catalog Registration

Approval Status: Credits = Compensation/Cash/Pay | Hours = Clock Hours

Actions: View/Print Form | 1. PROFESSIONAL LEARNING EVALUATION FORM (OSP) Re | Drop

**\*\* Complete the Evaluation \*\***

Complete the required evaluation



# Frontline: Professional Growth

## Registration Correction Request

### Step 2.

Select Forms > Missed Registration Request >



Complete the Activity Information (Title should be identical to your learning Plan)

Activity Information	
Activity Title	Test Course for Registration Correction Form 2021-22
Activity Code	21090103
Instructor	SPEAR, KALLE SPENCER, SHANNON SPHUNG, BRIDGET (ALETA) <b>STAFFORD, INGRID</b> STAIR, GREGORY STERNBERG, ANNETTE
Instructor (If not in above list)	
Number of Meetings	2
StartDate (mm/dd/yy)	09/02/2021
End Date (mm/dd/yy)	09/03/2021

Hours Earned	
Paid Hours are awarded if attendance was outside your scheduled work day. Enter number of hours here and <b>submit a paper timesheet</b> for this compensation.	
Paid Hours	4.5
Clock Hours	9

Supporting Documentation	
If you have something, please attach documentation to support your attendance (email from instructor, agenda, certificate of completion, etc.). Files must first be uploaded to your personal FILE LIBRARY before they can be attached here.	
Please attach files here:	<input type="checkbox"/> Sample Agenda Template - EPS_Agenda_Template_for_CHIP_Form.docx (15k) <a href="#">View</a>

Comment	
Please provide any additional information here if needed	
Comments:	<div>Example: Sept 2 was a calendar work day and Sept 3 was not. I should only receive PD pay for one day and clock hours for both days.</div>
Characters left <b>1916</b>	

Participant Affidavit	
I affirm that I have earned the clock hours listed above for actual attendance at this inservice. I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 180-85 WAC. The holder for possible dispute (WAC 180-85-085) should retain this form.	
<input checked="" type="checkbox"/> I AFFIRM	