



Frontline: Professional Growth Registration Correction Request

Registration Correction Request for Clock Hours and Compensation: You've discovered you were marked absent of an activity, but you were there. Maybe you didn't get the clock hours you earned. Follow these steps to request a correction to the attendance status or review the hours and credits if incorrect in Frontline Professional Growth.

Employee Instructions: (Instructor's guide on page 3-4)

Step 1. Log into [Frontline Professional Growth](#) > My Info > View Denied Requests > No Show

Select the title from the list. Gather the necessary information from the activity to complete the correction request (activity title, instructor name, dates, credits, and hours).

Complete the course evaluation and make note of all the activity details, title, instructor, date(s), credits and hours.

Activity Details

Test Course for Missed Registration Form 21113001

Dates: 12/09/2021 to 12/14/2021

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

Test Missed Registration Request for Clock Hours and Compensation

Hours: 3.00 / Credits: 3.00 cr | Program: [District Catalog](#) | Form: [Catalog Registration](#)

| Hours = Clock Hours | Credits = Compensation * Cash * Pay

Team Room | 1. PROFESSIONAL LEARNING EVALUATION FORM (OSPI Re)

Mark Complete | Drop

Complete the course evaluation

***** COURSE EVALUATIONS ARE REQUIRED for ALL course offering Clock Hours*****



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Step 2. Fill Out the Form

Select Forms > **Registration Correction Request for Clock Hours and Compensation**

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Forms**

FILL-IN FORMS

- Registration Correction Request**

Complete Activity Information > Hours Earned > Comment > Affidavit > Submit

Activity Information

Activity Title: Test Course for Missed Registration Form 21113001

Instructor: ☒ INGRID STAFFORD [Select User](#)

Number of Meetings: 2

StartDate (mm/dd/yy): 01/11/2022

End Date (mm/dd/yy): 01/13/2022

Enter the Title as it is written on your Learning Plan, including the 8-digit activity code at the end.

Hours Earned

Paid Hours are awarded if attendance was not during your work day. Enter number of hours here and submit a paper timesheet for compensation.

Paid Hours (CREDITS): 3

Clock Hours (HOURS): 3

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:

Comment

Please provide any additional information here if needed

Comments: I was not absent but they marked me absent

Characters left 2006

Participant Affidavit

I agree 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.

☒ I AGREE

[Submit](#) [Save as Draft](#)

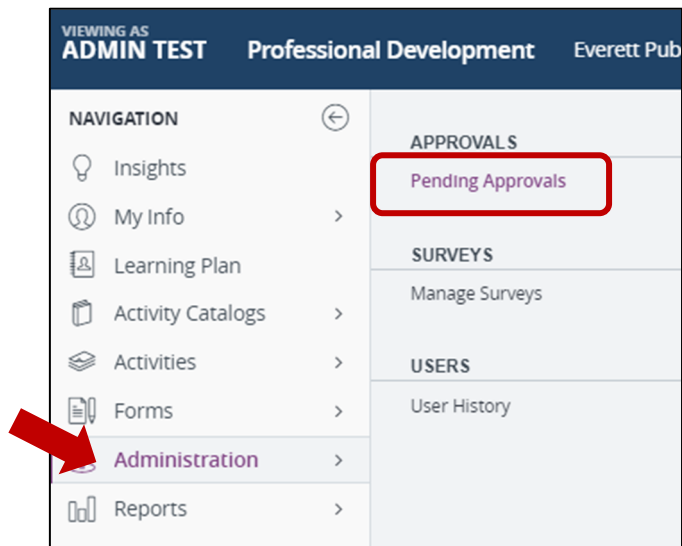
Once submitted the instructor is notified for approval. Participants can follow the approval on their Learning Plan in Awaiting Final Credit.



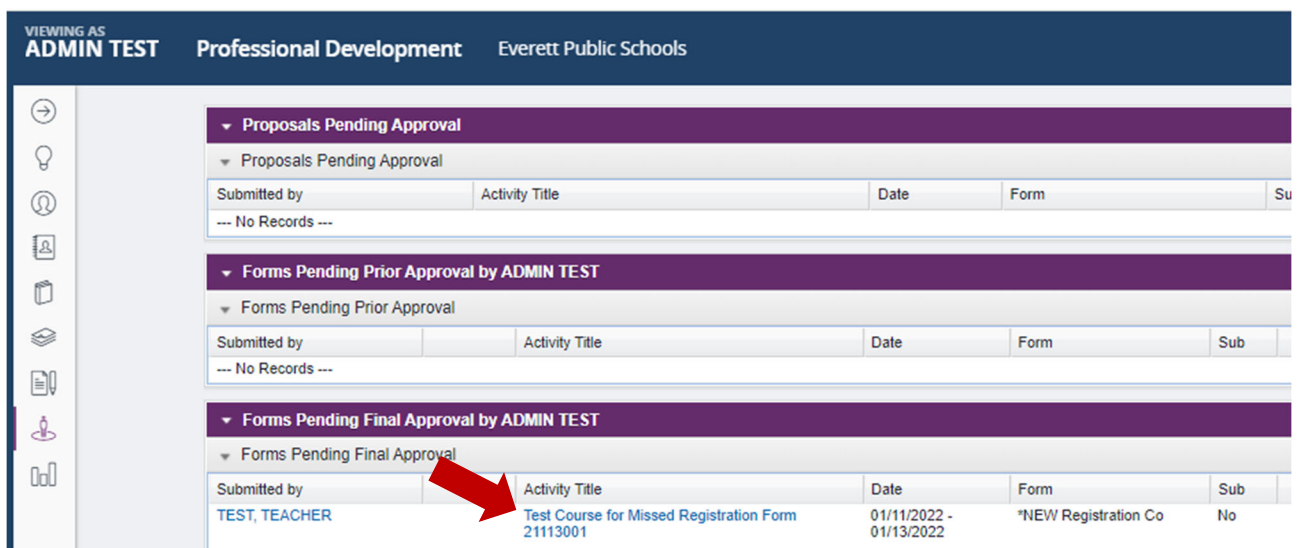
Frontline: Professional Growth NEW Registration Correction Request

Registration Correction Request for Clock Hours and Compensation:

Instructor/Owner Approval Instructions:



Find request in Forms Pending Final Approval





Frontline: Professional Growth NEW Registration Correction Request

Verify attendance with sign in sheet > Review details > Correct Attendance in Frontline Professional Growth
> Approve

Administrator's Section

Comments

From TEACHER TEST (Form originally submitted on 2/23/2022 6:55 pm)
I was not absent but they marked me absent

Approval Summary

Administrator	Approval Type	Status	Date
1 Operator, Professional Development System Operator	FINAL	COMPLETE	2/23/2022 7:26 pm
TEST, ADMIN	FINAL	PENDING	
STAFFORD, INGRID	FINAL		

Instructor Confirmation

I verified attendance and the information above is correct ☒ YES

I corrected attendance status for this participants on the original activity ☒ YES

Your Comments to Administrators

Your Comments

Your Comments to the Requestor

Your Comments to Requestor

To print an unsaved copy of this form, click [here](#)