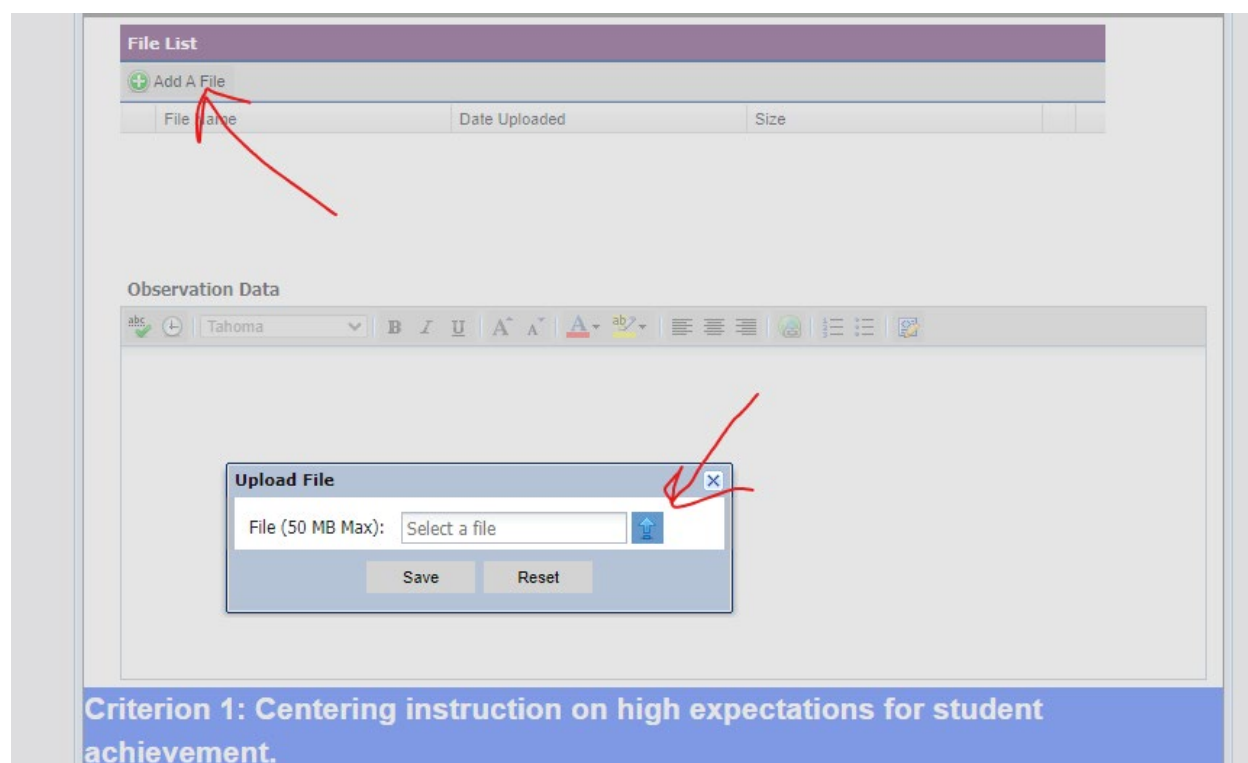


Frontline Update

Human Resources has received several calls from evaluating administrators reporting that Frontline is not saving their Observation Data. In reviewing the reports, it appears to not save data if the observation data contains math symbols, math formulas, and/or pictures.

We have been working with Frontline to identify the issue. Currently, Frontline is not able to solve the problem but has provided us with a fix if you use a WORD document to gather your observation data. Please see the directions from Frontline below.

The observation form for teacher observations now has a new feature, Add a File. It is an upload link above the Observation Data section that administrators can use for notes with formulas, pictures, etc. Click the Add a File button (see below) and then click the blue up arrow in the pop-up to choose the file you want to add from your computer. The teacher will then be able to access those files when the form is submitted.



We appreciate your patience and flexibility as we work with Frontline to resolve this issue.

If you have any questions, do not hesitate to contact Mary O'Brien, extension 4106.