

## I-FORM ACCESS VIA CMS4SCHOOLS/LINK4LEARNING:

### PRIOR APPROVAL - PROFESSIONAL LEARNING ACTIVITY REQUEST I-FORMS

**Professional Learning Activity Request I-Forms** are to be submitted whenever you will be out of the classroom/building for conference/workshop attendance, classroom observations (as part of the Mentoring program), etc. Requests for approval to participate in and anticipated expenses for professional learning activities are required to be submitted **at least 2 weeks** prior to the event.

#### ACADEMICS:

##### **Administration**

**Executive Staff** - Professional learning activities for Administrators only

##### **Teaching & Learning**

**Conference I-form** - Professional learning activities for certified and non-Operations support staff

**Mentoring & Induction** - For activities related to the District's mentoring and new teacher program

**PDP Sessions**

**New Teacher Sessions**

**Student Services Focus New Teacher Session – IEP Writing**

#### OPERATIONS:

**Buildings & Grounds**

**Food Service**

**Technology Support**

**Employee Services (HR)**

**Insurance & Risk Management**

**Budget & Finance**

**Human Resources**

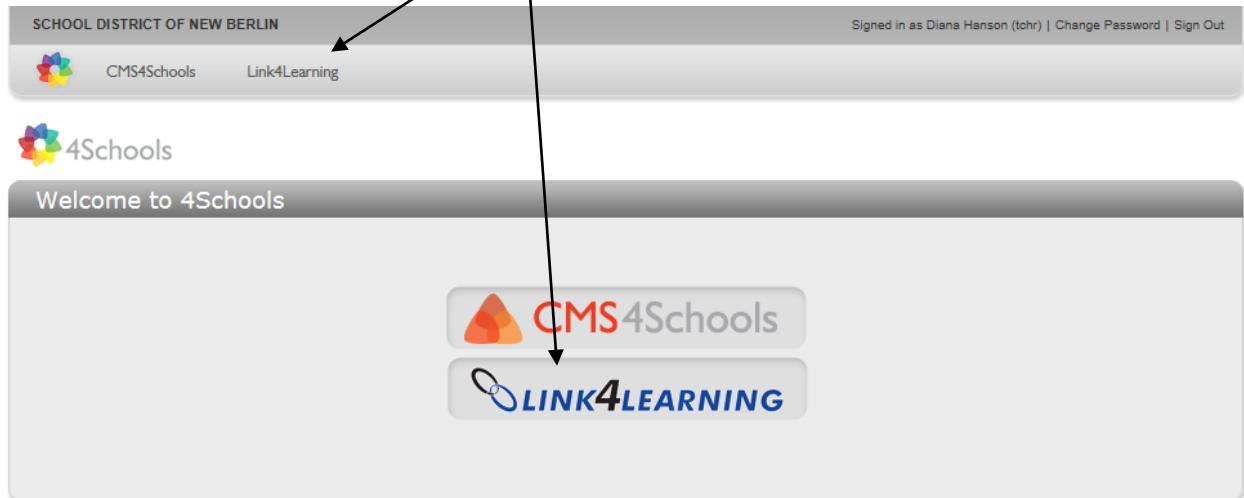
**Laws & Regulations**

Please note: This I-form is not an event registration form.

## ACCESSING PROFESSIONAL LEARNING ACTIVITY REQUEST FORMS:

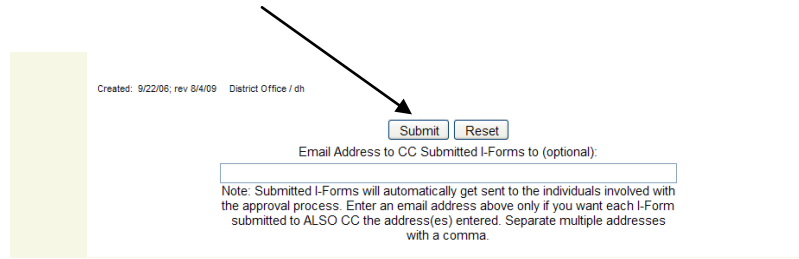
1. Log into **SDNB "Cloud"**  
(You will have had to set up passwords in Password Manager (Directions for setting up the password for services within Stoneware are located in Stoneware under My Files>Learning Technologies>How-To Documents>Stoneware.))
  - a. Click on **Web Links** from screen-top menu.
  - b. Select **CMS4Schools**.
  - c. Alternatively, click on [this link](#) to directly log into 4Schools

2. Click on Link4Learning either or



3. Select appropriate I-form.

4. Complete application and **Submit**.



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Email Address to CC Submitted I-Forms to (optional):

Note: Submitted I-Forms will automatically get sent to the individuals involved with the approval process. Enter an email address above only if you want each I-Form submitted to ALSO CC the address(es) entered. Separate multiple addresses with a comma.

5. Application will be routed to appropriate administrative personnel for approval. You will be notified via email after your application has been approved/rejected.