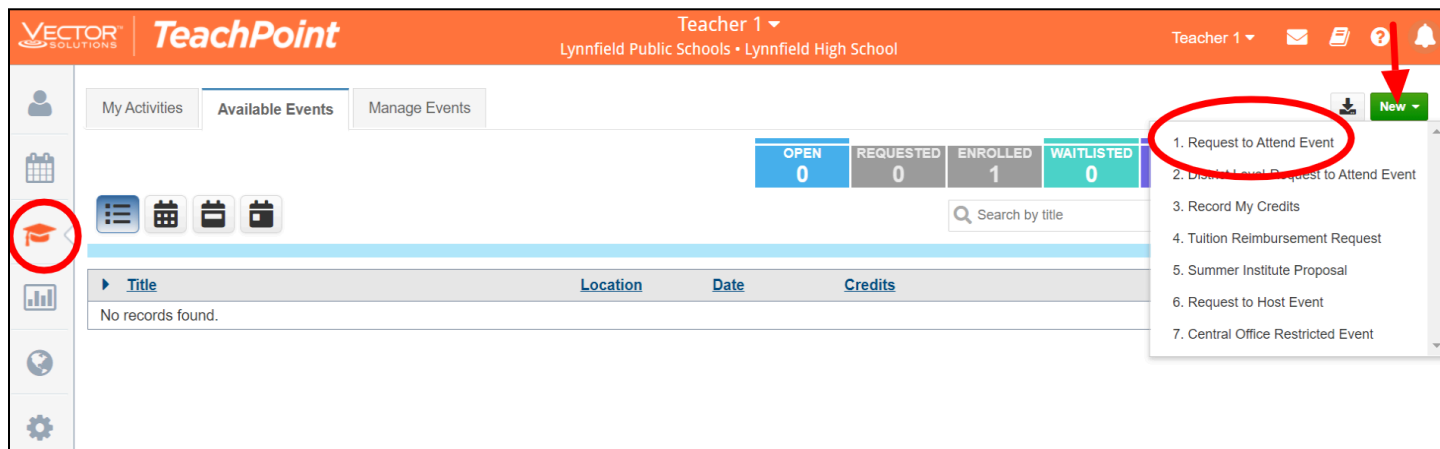


# TeachPoint: "Request to Attend Event" How-To Guide

This guide will help you to complete the "Request to Attend Event" form on TeachPoint. Click [HERE](#) to access instructions for "Record My Credits." Feel free to ask Kevin Cyr, Stephanie Hoban, or Rochelle Cooper for help.

Click on the graduation cap on the left hand toolbar and select "Request to Attend" under the green "New" dropdown menu.



## Section 1:

1. Title of Workshop/Conference
2. Course # is optional (most of the time this will be blank)
3. Copy & paste event description from workshop/conference flyer or website.
4. Schedule type: Use "Single"
5. Fill out date & time.
6. Enter physical location of workshop/conference or "online" if online
7. Only fill out hours (Please do not use CEUs, In Service Hours, Graduate Credits or PDPs)

A screenshot of the 'LPS Request to Attend' form within the TeachPoint application. The form is titled 'LPS Request to Attend' and 'Lynnfield Public Schools'. It contains several fields: 'Title' (1), 'Course #' (2), 'Description' (3), 'Schedule Type' with radio buttons for 'Single' (4) and 'Multiple', 'Start' and 'End' date and time fields (5), 'Location' (6), and a 'Credits' section (7) with input fields for 'Hours', 'CEUs', 'In Service Hours', 'Graduate Credits', and 'PDPs'. The 'Hours' field is highlighted with a pink box. Numbered callouts 1 through 7 are placed over the corresponding fields to guide the user.

## Section 2:

8. Type in the name of the company offering workshop or conference.
9. If sub is required, please email your building secretary to let her know.
10. Workshop/Registration fee only
11. Choose payment type.

For Program Credits, please fill out hours only.

8

PROGRAM PROVIDER

IF SUBSTITUTE IS NECESSARY, PLEASE ALERT YOUR BUILDING SECRETARY

9

SUB REQUIRED

Yes No

REGISTRATION FEE

10

PAYMENT TYPE

No Cost PO District pays up front Participant pays and is reimbursed on completion

11

## Section 3:

12. Select all goals that apply to workshop/conference based on your school
13. Complete explanation for how attendance at workshop/conference will contribute to the goals of the district/school.

SCHOOL IMPROVEMENT PLAN(S) GOALS - CHECK ALL THAT APPLY

12

SUMMER STREET SCHOOL: Understanding by Design

LYNNFIELD HIGH SCHOOL: Understanding by Design

HUCKLEBERRY HILL SCHOOL: Understanding by Design

LYNNFIELD MIDDLE SCHOOL: Understanding by Design

SUMMER STREET SCHOOL: Social and Emotional Learning

LYNNFIELD HIGH SCHOOL: Social and Emotional Learning

LYNNFIELD MIDDLE SCHOOL: Social and Emotional Learning

HUCKLEBERRY HILL SCHOOL: Social and Emotional Learning

PLEASE EXPLAIN HOW YOUR PARTICIPATION SPECIFICALLY CONTRIBUTES TO THE DISTRICT STRATEGY AND SCHOOL IMPROVEMENT PLAN(S)

13

14. Use the tag button  to select District Strategy Objectives

PLEASE SELECT A TAG BELOW TO INDICATE WHAT PROVIDER THE EVENT IS THROUGH

15

Yes, I added the tag

Select tags

14

Professional Development

Assessment and Accountability

Build Leadership Capacity

Curriculum and Instruction

Educator Growth

Massachusetts Partnerships For Youth

Salem State Collaborative

SEEM Collaborative

Social and Emotional Well-Being

15. Check off appropriate objectives and press green "Save" button to return to the form and click the dot that says, "Yes, I added the Tag"
16. For event approval, select the appropriate administrator from the drop down menu.

Event Approvals:

Curriculum Coordinator/Department Head

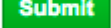
Please select your Curriculum Coordinator or Department Head from the dropdown.

16

Select

Principal

Administrator Approval

17. When finished, click the  button in the top-right corner.