



Conference Approval Process Using My Learning Plan

To begin, make sure you are an active MLP user. If you haven't already done so, follow the directions for first-time log-in on My Learning Plan available at www.lakelandschools.us/dept/humres by clicking on the My Learning Plan quick link on the left side of the page.

1. To initiate a conference request, log on to My Learning Plan. *Whenever possible, conference approvals should be initiated directly from the catalogs.* If the conference is not listed in the on-line catalogs, select "Conference Request Form." Complete all required areas of the form. *Do not select Inservice Credit for Salary Adjustment. Conferences cannot be used for inservice credits.*
2. Click "Submit." The form will be forwarded to the appropriate administrator for budgeting and approval. (To ensure proper routing, verify that your account lists the correct building and department for this school year.) If you started the approval process via the catalog, you will be registering yourself and gaining approval simultaneously.
3. If the administrator needs additional information, the form will be returned to you electronically for updating. (Hint: set your MLP account to give you e-mail notifications. Check your SPAM filter if you are not receiving expected e-mail notifications.) If you note that approval is "pending," please e-mail the administrator directly from the request in My Learning Plan to check the status.

IMPORTANT: Merely completing the Conference Request Form does not register you in the conference! You must make sure you are registered by utilizing the on-line catalog enrollment process or the specific registration process required by the provider.