NEW Booking TTOCs for Professional Development **NEW**

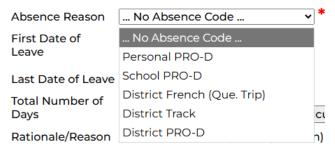
In Employee Connect

1. Under Absences choose:



- 2. Click the Add button.
- Category Professional Development Event
- 4. If Booking a TTOC using
 - a. Individual Pro D funds choose: Personal PRO D
 - b. School-Based Pro D funds choose: School PRO D
 - c. Collaboration Grants, Mentorship or Special Requests

Choose: District PRO D



d. Under Rationale/Reason indicate:

Collaboration, Mentorship, Special Requests

Rationale/Reason	(Details/Where/Why/Billing Reason)	

In SmartFind

Reason:

To Book TTOCs using

1. Individual funds choose:

70 PRO-D MENTORSHIP

