

Mentor Public Schools

Using the LPDC Online Form Management System

<http://cybersummit.org/forms/mentor/>


Getting Started

The first time you use the system, you must use the link for "**New User Registration.**" This will allow you to enter your name, email address, job title, as well as establish a password. From then on, you will use your email address (your *FULL* email address, e.g. "yourname@mentorschools.org") and your chosen password to access your account.

Completing a Form


On the My LPDC Forms page, you have the ability to fill out your MPDC forms such as your IPDP, or approval for CEU activities. Simply choose the type of form you wish to fill out from the list provided.


▶ **Complete a New Form**



- ◆ [IPDP](#)
- ◆ [IPDP Waiver](#) (for those who hold Permanent Certificates only)
- ◆ [Approval of Professional Development Activity](#)

On the forms themselves, you will find a few links containing information that may help you when filling out those forms. The information will pop up in a new window, so it will not interfere with your writing process.

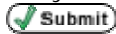
...s of the educator, the students, the school, and our district.
s listed in the  [Professional Development Standards](#).

 [Hints on writing goals](#)

When you finish filling out your form, click the Save button  at the bottom of the form to save your work.

Note: At this point, you have only SAVED your form; it has not yet been SUBMITTED to the MPDC committee for review!

Submitting a Form

The My LPDC Forms page keeps track of all of the forms that you have saved and allows you to make changes to your saved forms or submit them to the committee. When you are ready to send your form in to the committee, simply click the **Submit** button  for that form. All of these controls are under the **Status** heading.

About Form Status

Unsubmitted This form has been saved, but has not yet been submitted to the MPDC. You may submit it by clicking Submit, or click Edit to make further changes.

Pending This saved form has been sent to the MPDC, and is awaiting their approval. You may not make any changes to it, but you may View it.

Approved This form has been submitted to and approved by the committee.

Pre-Approved This form has been submitted to and approved by the committee, but you will not receive credit until you have submitted verification that this activity has been completed (e.g. transcript, certificate of attendance, activity log, etc...)

Rejected This form was submitted to the MPDC but was NOT approved. Clicking the Edit button will allow you to view the reasons *why* this form was not approved, and allow you to make changes to it, if you wish to resubmit it.

Status
Pending <input type="button" value="View"/> <input type="button" value="Delete"/>
Unsubmitted <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Approved <input type="button" value="View"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
Rejected <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Tracking Contact Hours

Contact Hours Awarded
3
13
0
3

The My LPDC Forms page also keeps a running count of all the Contact Hours that you have earned through activities you have submitted *through this site*. It may or may not be an accurate representation of how many credits you have actually earned. This number is provided just to help you keep track of what you have earned to date, but DOES NOT include any forms that you turned in on paper. All of the numbers in this column have been converted into Contact Hours, therefore a 3 semester hour graduate class will be listed as 90 Contact Hours. For your reference, a chart describing how many Contact Hours a given activity may be worth is located on the LPDC homepage (<http://cybersummit.org/forms/mentor/ActivityOptions.html>).

Automatic Feedback

Whenever one of your forms has been reviewed by the committee, you will receive instant feedback via email to notify you whether your form has been accepted or rejected. If your form was rejected, then you can log into the system to view comments from the MPDC committee describing why it was not approved.

For More Help

If you have any further questions about one of your submissions, or about any of the MPDC requirements, please contact:

Jan Milazzotto
 MPDC Chair
 Bellflower Elementary
milazzotto@mentorschools.org

Sally Miller
 Mentor High School
 Administrative Liaison
millers@mentorschools.org

Jan Karberg
 Memorial Jr. High
 Secondary Liaison
Karberg@mentorschools.org

Julie Blair
 Garfield Elementary
 Elementary Liaison
blair@mentorschools.org

If you are having any questions about the online system itself, or have technical difficulties using the site, please contact:

Tom Jansen
 Summit County ESC
 (330) 945-5600 x1283
tomj@cybersummit.org