TN Department of Education

# **TNCompass TASL: Instructional Leader Guide**

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## FAQ

How do I submit TASL attendance for approval?

- Login to TNCompass. When the *Home* page displays, select *My Educator Profile* under the *Quick Links* section.
- Click the TASL tab. Find the TASL Requests section and click Add TASL Attendance.
   Instructional leaders who are exempt will not be able to add TASL attendance.
- The **TASL Wizard** displays. Enter the event name in the **Search** field or click the down arrow to display the list of **Professional Learning Events** and scroll through the list to select the attended TASL event.
- Enter the Dates Attended and Location, select the Hours, and click +Add.
- When the event displays below the entries, click +Add and then Choose File, which will open a window to select and attach a supporting document.
  - A supporting document is required to submit TASL attendance for approval.
- After the supporting document is attached, click Continue.
- Review and Verify the information. Click Back to make any changes. If all information is correct, click Submit.
- A PIN Signature window displays. Enter pin to sign and click Submit.
- The **TASL Request** then appears in the superintendent and TASL configurator **Work Queues** for review and approval or denial.

#### Who approves my TASL attendance?

The district superintendent and TASL configurator(s) are authorized to approve or deny TASL attendance.

How do I submit a request to be exempt from TASL?

- Login to TNCompass. When the *Home* page displays, select *My Educator Profile* under the *Quick Links* section.
- Click on the TASL tab. In the Exemptions section, click Request Exemption.
- The *Request for Exemption* policy will display. Review the policy to be sure an exemption is permitted. If all exemption criteria are met, click *Start Request*.
- Enter PIN Signature and click Complete Form.
- To delete the request, click *Delete Request*.
- When *Complete Form* is selected, the request appears in the superintendent's *Exemption Requests Work Queue* for approval or denial.
- If approved by the superintendent, the request appears in the state TASL director work queue for approval or denial.
- If approved by both the superintendent and the state TASL director, the TASL status will change to *Exempt*.
- If the exemption is denied at any point, the TASL status will remain *Mandatory*, and the instructional leader cannot submit another exemption request until the next TASL cycle.



### **TASL** Profile

- To access the TASL profile, login to TNCompass and from the *Home* page, select *My Educator Profile* under the *Quick Links* section.
- Click the TASL tab to display the TASL profile, as illustrated below.
- The TASL *Status* appears at the top of the window. *Status* can be either *Mandated, Exempt,* or *Not Applicable. Not Applicable* is used when a school leader is not currently rostered in a leadership role (e.g., is rostered as a teacher).
- The window is separated into TASL Requests, TASL Hours, and Exemption.

🞓 Paul Pri	ncipal (00	010-00	02) (8327722	239)			⊙
Evaluations L	icensure Tra	nsactions	Staff Assignments	TASL			
Status Manda	ated	Cycle	2016-2018	View			
TASL Red	quests					Ad	d TASL Attendance
Request Date	Request	Туре	Requested By		Status		
02/16/2017	Exemptio	n	Principal (00010-000	2), Paul	Pending Approv	al	View
10   20   50   100							<b>*                                    </b>
TASL HOU	JIS Print Tran	Iscript	Date Atter	nded Start	Date Attended End	Hours	
2016-17 CTE Direct	or Monthly Study C	ouncils	02/02/2017	7	02/03/2017	8	<b>⊗</b> View
2016 LEAD Confere	ence		11/01/2016	6	11/03/2016	8	
<ul> <li>✓ TOTAL TASL F</li> <li>         Exemptio     </li> </ul>	Hours: 16 of 14 N						Request Exemption
Request Date			Statu	s			
2/16/2017 2:19:15	PM		Pendi	ng Approval			View



#### **View Historical TASL cycles**

The 2016-2018 TASL cycle is the first cycle in TNCompass. TASL cycles prior to 2016-2018 do not appear in TNCompass.

The Cycle appears at the top of the window to the right of the Status information.

During future TASL cycles, users will be able to click on the drop down arrow for the *Cycle* at the top of the window and select a prior year to view the TASL information. Prior year TASL information is view-only.

# **TASL** Requests

TASL Requests appears in the first section of the TASL tab.

Evaluations	Licensure	Transactions	Staff Assignments	TASL		
Status Ma	ndated	Cycle	2016-2018 •	View		
TASL F	Requests					Add TASL Attendance
Request Date	Re	quest Type	Requested By		Status	
02/16/2017	Ex	emption	Principal (00010-000)	2), Paul	Pending Approval	View
10   20   50   10	)					< →
1-2 of 2						page 1 of 1



#### Add TASL Attendance

• Click Add TASL Attendance to start the TASL Wizard.

ASL Wizard 🎢	Professional Learning Event*	Dates Attended*	
7 Add TASL Attendance	Q Search Events	▼ Start	End
Review & Submit	✓ Location	Hours*	
Completed		•	
	Start Date End Date Even	t	Hours
	01/31/2017 01/31/2017 RTI2	District Reflection and Planning Workshop	7
	Name Name	Description	
			1
	Choose File AT	P membership.pdf	

- Enter the event name in the *Search* field or click the down arrow to display the list of *Professional Learning Events* and scroll through the list to select the TASL event.
- Enter the *Dates Attended, Location,* select the *Hours,* and click +Add.

🞓 Paul Principal ((	00010-0002) (832772239)	⊙
TASL Wizard 🏈	2016-2018 TASL Cycle         Professional Learning Event*       Dates Attended*         Q       RTI2: District Reflection and Planning W       *       Start       01/31/2017         f Location       Hours*       7       *	]
	Add      Start Date End Date Event Hours      You must enter at least one attendance item to continue.      O Cancel      Continue	



- The event displays below the entries. Click **+***Add* and then the select *Choose File*. A window opens to select and attach a supporting document.
  - A supporting document is required to submit TASL attendance for approval.
- When the supporting document is attached, click *Continue*.

ASL Wizard 🎢	Professional Learning Event*	Dates Attended*		
C Add TASL Attendance	Q Search Events	▼ Start	End	
Review & Submit	✓ Location	Hours*		
Completed			*	
			•	Ad
	Start Date End Date Event		Hours	
	01/31/2017 01/31/2017 RTI2: District Re	flection and Planning Workshop	7	
	Name Name	Description		
	Choose File ATP members	hip.pdf		ť

- The next step in the TASL Wizard is to *Review and Submit* the information.
- To make changes, click **Back**.
- When all information is correct, click **Submit**.

TAGL Minord "2	• Please ve	erify and make	sure everything is correct before submittin	g.		
Add TASL Attendance		Oradit				
> Review & Submit	Start Date	End Date	Event		Hours	
Completed	01/31/2017	01/31/2017	RTI2: District Reflection and Planning V	Workshop	7	Ē
	Ndd @	Name		Description		
		Choose	File ATP membership.pdf			



• A *PIN Signature* window displays. Enter pin to sign and click *Submit*.

Pin Signature			× ports	s Paul Prin	cipal (00010-0002) ~
Enter PIN below a	and click "Subm	it" to confirm.			<b>O</b>
S	how PIN				
Ø Cancel			Submit		
	Ciedit		_		
Start Date	End Date	Event		Ho	ours
01/31/2017	01/31/2017	RTI2: District Reflection and Plann	ing Workshop	7	節
No Add	Name		Description		
	Choose	File ATP membership.pdf			
Back				Ø Ca	ancel Submit

- A window displays to advise the **TASL Request** is submitted and the **TASL Request** will appear in the superintendent and TASL configurator **Work Queues** for review and approval or denial.
- Click Return to Profile to return to the instructional leader profile.

🞓 Paul Principal (00	0010-0002) (832772239)
Add TASL Mizard       Add TASL Attendance       Review & Submit       Completed	Thank you for submitting your TASL attendance. Your attendance will be evaluated by your school district, and once they have been approved or denied you will be able to view the approval status on your TNCompass TASL profile.           Return to Profile



#### **TASL Hours**

Several TASL hour choices may appear for a *Professional Learning Event*. Select the appropriate attendance hours of attendance.

TASL hours approved and pending also appear on the *Home* page under *My TASL Status*, as illustrated below.

My TASL Status
Current Cycle (2016-2018) V TOTAL TASL Hours: 16 of 14
View TASL Events

TASL hours also appear on the TASL page.

- To access the TASL page, click the My Educator Profile under the Quick Links section on the Home page.
- Click the TASL tab and find the TASL Hours section, as illustrated below.
- All approved TASL events, dates, and hours display.
- To view a specific TASL event, click *View* to the right of the event.
- The total number of TASL hours for the current cycle displays below the list of events.

TASL Hours Frint Transcript				
Event Title	Date Attended Start	Date Attended End	Hours	
2016-17 CTE Director Monthly Study Councils	02/02/2017	02/03/2017	8	Niew
2016 LEAD Conference	11/01/2018	11/03/2016	8	
V TOTAL TASL Hours: 18 of 14				



### Exemption

The instructional leader or his or her superintendent or TASL configurator are able to initiate an exemption request.

An approved exemption exempts the instructional leader from mandatory TASL requirements. To ensure exemption requirements are met, the TASL exemption must be approved by both the superintendent and the state TASL director.

- To access the TASL page, click My Educator Profile under the Quick Links section on the Home page.
- Click the TASL tab, find the TASL Exemption section, and click Request Exemption, as illustrated below.

Exemption		Request Exemption
Request Date	Status	
No TASL exemptions listed for the educator.		

- The TASL *Request for Exemption* policy displays. Review the policy to ensure the request complies with state requirements.
- Click *Start Request* to initiate the exemption request.
- Click Cancel to return to the TASL page without initiating the exemption request.

🞓 Paul Principal (00010-0002) (832772239)
Request for Exemption
On May 18, 1998, the following amendment to the TASL Academy law was signed by the governor and enacted: TCA 49-5-5703. Principals and administrators to attend academy. The requirement for attendance at the principal-administrator academy shall be optional to any principal, supervisor, or other administrator who would otherwise be required to attend, however classified, with fifteen (15) or more years of experience as a principal, supervisor, or other administrator, unless the local board of education requires such attendance.
Having completed 15 or more years in a TASL-mandated position as principal, supervisor, or other administrator, I hereby request exemption from academy attendance/credit requirements under this statute. I understand that I may still attend TASL credit events, but my application may be denied on a space available basis. I understand I must be current in my TASL cycle at the time of this application to qualify for exemption.
Cancel



- A *Request for Exemption* PIN signature page appears.
- Enter the PIN to sign the request and click *Complete Form*, as illustrated below.
- Click Show PIN to display the PIN, in the case of a forgotten PIN.
- Once the instructional leader signs the *Request for Exemption,* it appears in the work queue for the superintendent for review and approval or denial. Once approved by the superintendent, the request appears in the work queue for the state TASL director for review.
- To delete the request, click *Delete Request* at the bottom of the window.
- To save the *Request for Exemption* without signing, click *Cancel*. Return to the *Request for Exemption* at any time to complete the request.

🞓 Paul Principal (00010-0002) (832772239)	Θ	
Request for Exemption	Status Waiting for Signatures	
Instructional Leader Signature My system does not currently have a policy that would supersede my request for exemption. I understand that if a policy should be ado attendance, this exemption will be automatically revoked and the TASL office will be notified through TNCompass. Show PIN Complete Form	opted by my LEA which requires my	
Superintendent Signature Verification of Service I certify that the above-mentioned prinicpal, supervisor, or administrator in my system has completed 15 years in TASL-mandated positions. My system does not currently have a policy requiring his/her TASL attendance. Therefore, this individual is eligible for exemption. Show PIN		
Cancel	Delete Request	

The *Exemption* section updates to reflect the request is waiting for signatures.

Exemption		Request Exemption
Request Date	Status	
No TASL exemptions listed for the educator.		

Uhen the **Request for Exemption** is approved by both the superintendent the state TASL director, the instructional leader **Status** will update to **Exempt**.

1 If the **Request for Exemption** is denied, the instructional leader cannot submit another exemption request until the next TASL cycle.