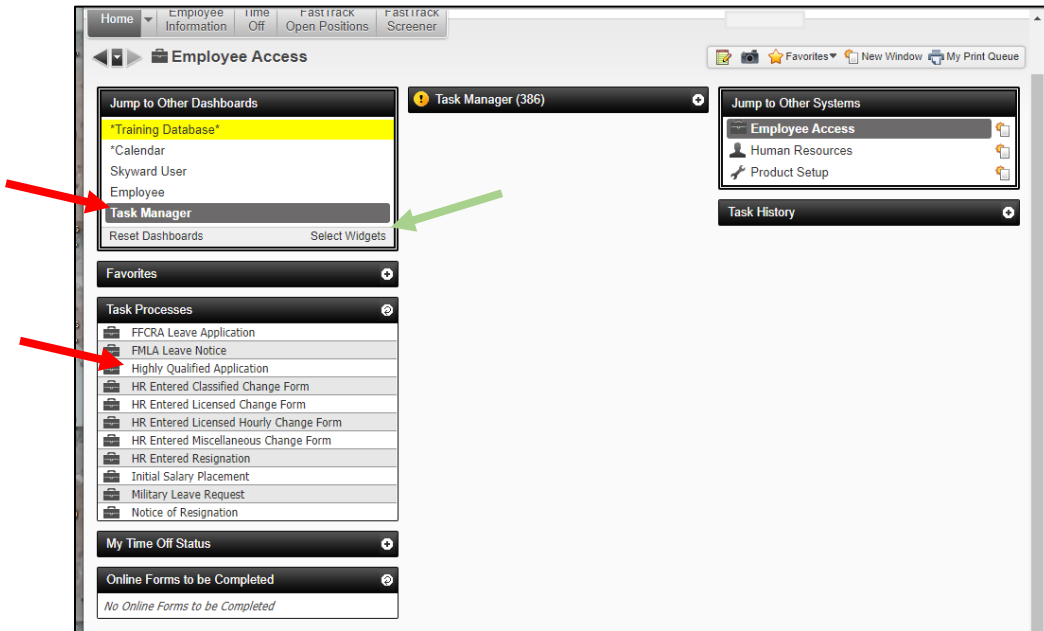
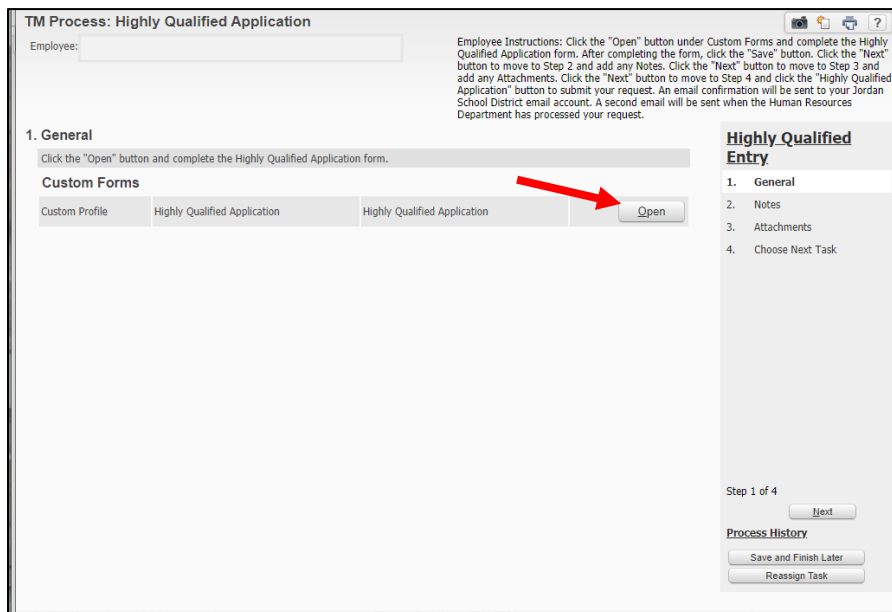


**Highly Qualified Application Tutorial**

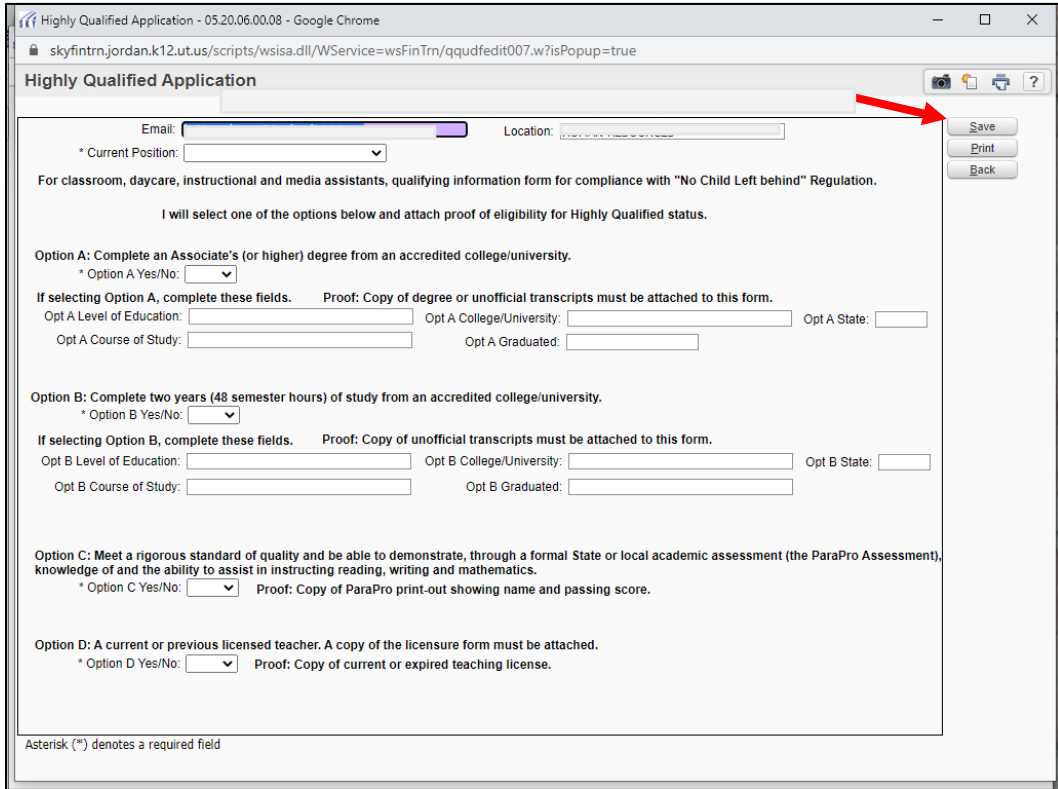
1. Log in to your Skyward Employee Access
  - a. Contact IT Helpdesk at 801-567-8737 if you need help accessing this account.
2. Select your Task Manager Dashboard.
3. Under Task Processes, select Highly Qualified Application.
  - a. If you do not see the Task Processes box, you may have to Select Widgets (see green arrow)



4. Open Custom Form



5. Read and complete form and click save.



Highly Qualified Application - 05.20.06.00.08 - Google Chrome  
 skyfintrn.jordan.k12.ut.us/scripts/wsis.dll/WService=wsFinTrn/qqudfedit007.w?isPopup=true

**Highly Qualified Application**

Email:  Location:

\* Current Position:

For classroom, daycare, instructional and media assistants, qualifying information form for compliance with "No Child Left behind" Regulation.

I will select one of the options below and attach proof of eligibility for Highly Qualified status.

**Option A: Complete an Associate's (or higher) degree from an accredited college/university.**  
 \* Option A Yes/No:

If selecting Option A, complete these fields. Proof: Copy of degree or unofficial transcripts must be attached to this form.

Opt A Level of Education:  Opt A College/University:  Opt A State:

Opt A Course of Study:  Opt A Graduated:

**Option B: Complete two years (48 semester hours) of study from an accredited college/university.**  
 \* Option B Yes/No:

If selecting Option B, complete these fields. Proof: Copy of unofficial transcripts must be attached to this form.

Opt B Level of Education:  Opt B College/University:  Opt B State:

Opt B Course of Study:  Opt B Graduated:

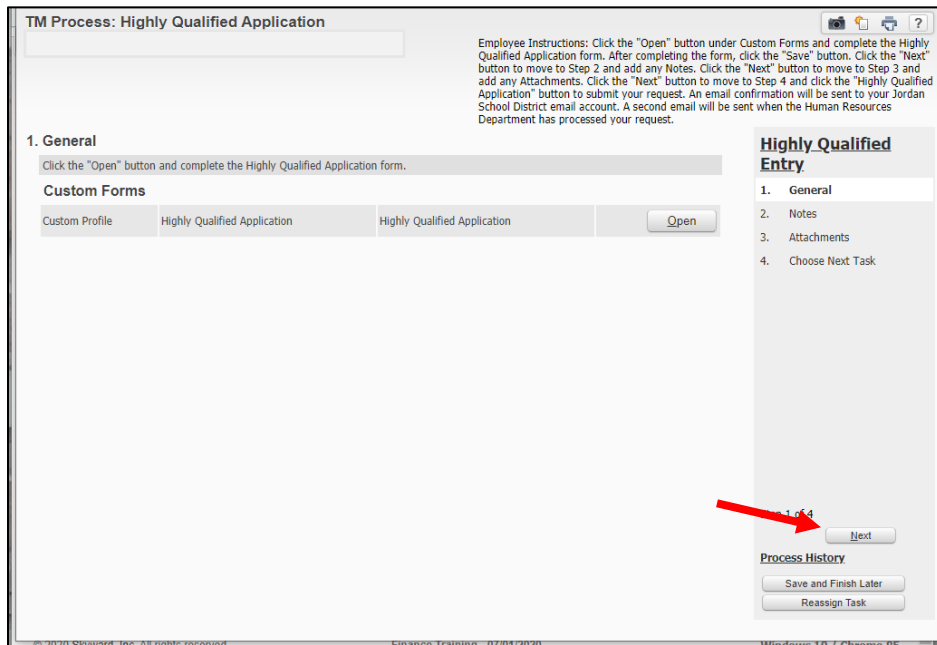
**Option C: Meet a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment (the ParaPro Assessment), knowledge of and the ability to assist in instructing reading, writing and mathematics.**  
 \* Option C Yes/No:  Proof: Copy of ParaPro print-out showing name and passing score.

**Option D: A current or previous licensed teacher. A copy of the licensure form must be attached.**  
 \* Option D Yes/No:  Proof: Copy of current or expired teaching license.

Asterisk (\*) denotes a required field

Save  
 Print  
 Back

6. Click Next



TM Process: Highly Qualified Application

Employee Instructions: Click the "Open" button under Custom Forms and complete the Highly Qualified Application form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Highly Qualified Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

1. General  
 Click the "Open" button and complete the Highly Qualified Application form.

**Custom Forms**

Custom Profile	Highly Qualified Application	Highly Qualified Application	
			Open

**Highly Qualified Entry**

- General
- Notes
- Attachments
- Choose Next Task

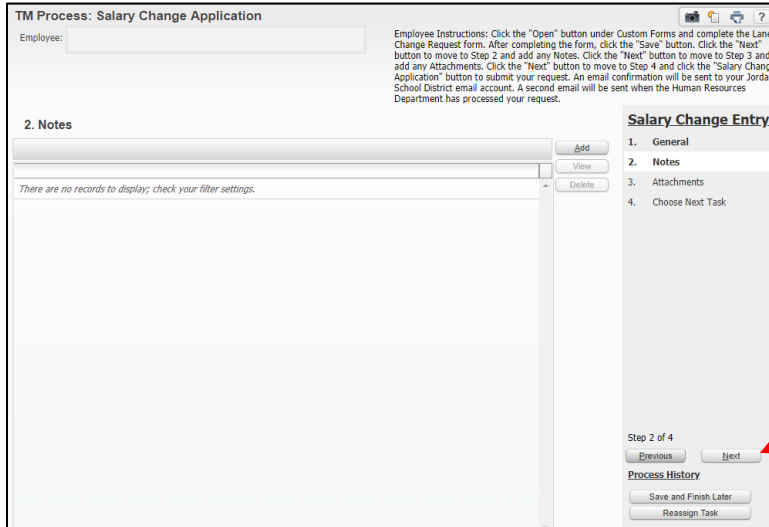
Next

**Process History**

Save and Finish Later  
 Reassign Task

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7. Add any notes that HR may need.
  - a. *Ex: transcripts sent via email, previous credits submitted, etc.*
8. Click Next



TM Process: Salary Change Application

Employee: \_\_\_\_\_

Employee Instructions: Click the "Open" button under Custom Forms and complete the Lane Change Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Salary Change Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

**2. Notes**

Description	Step	Inputted File	Date Modified
There are no records to display; check your filter settings.			

Buttons: Add, View, Delete

**Salary Change Entry**

1. General
2. Notes
3. Attachments
4. Choose Next Task

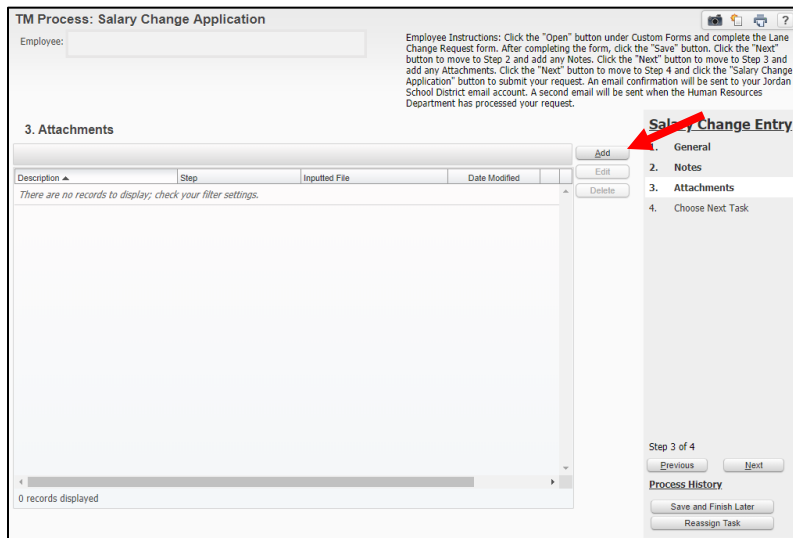
Step 2 of 4

Buttons: Previous, Next (highlighted with red arrow)

Process History

Buttons: Save and Finish Later, Reassign Task

9. Add any attachments including: Parapro results, transcripts, diploma, teaching certificate, etc.



TM Process: Salary Change Application

Employee: \_\_\_\_\_

Employee Instructions: Click the "Open" button under Custom Forms and complete the Lane Change Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Salary Change Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

**3. Attachments**

Description	Step	Inputted File	Date Modified
There are no records to display; check your filter settings.			

Buttons: Add (highlighted with red arrow), Edit, Delete

**Salary Change Entry**

1. General
2. Notes
3. Attachments
4. Choose Next Task

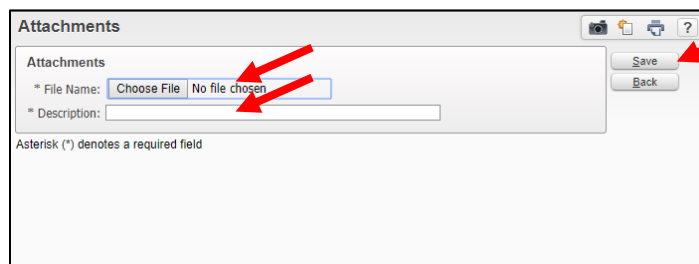
Step 3 of 4

Buttons: Previous, Next

Process History

Buttons: Save and Finish Later, Reassign Task

10. Chose file and add title
11. Click Save



**Attachments**

Attachments

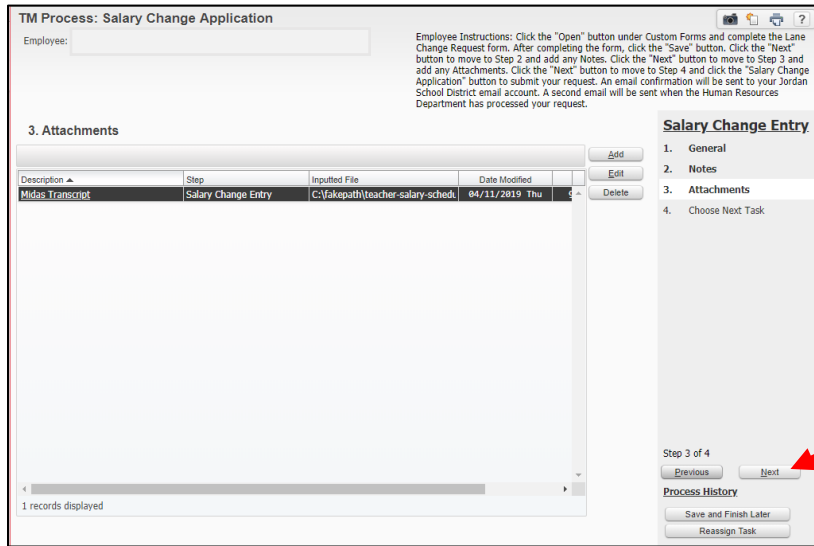
\* File Name:

\* Description:

Asterisk (\*) denotes a required field

Buttons: Save (highlighted with red arrow), Back

12. Click Next



**TM Process: Salary Change Application**

Employee:

Employee Instructions: Click the "Open" button under Custom Forms and complete the Lane Change Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Salary Change Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

**3. Attachments**

Description	Step	Inputted File	Date Modified
Midas Transcript	Salary Change Entry	C:\akepath\teacher-salary-sched	04/11/2019 Thu

1 records displayed

**Salary Change Entry**

- General
- Notes
- Attachments
- Choose Next Task

Step 3 of 4

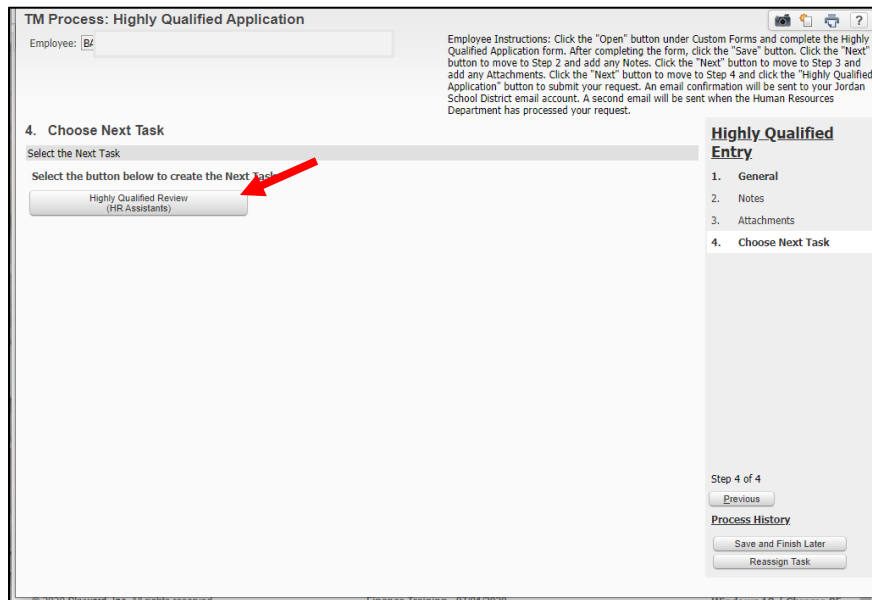
Previous Next

Process History

Save and Finish Later

Reassign Task

13. Click Highly Qualified Review (HR Assistants)



**TM Process: Highly Qualified Application**

Employee:

Employee Instructions: Click the "Open" button under Custom Forms and complete the Highly Qualified Application form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Highly Qualified Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

**4. Choose Next Task**

Select the Next Task

Select the button below to create the Next Task

Highly Qualified Review (HR Assistants)

**Highly Qualified Entry**

- General
- Notes
- Attachments
- Choose Next Task

Step 4 of 4

Previous

Process History

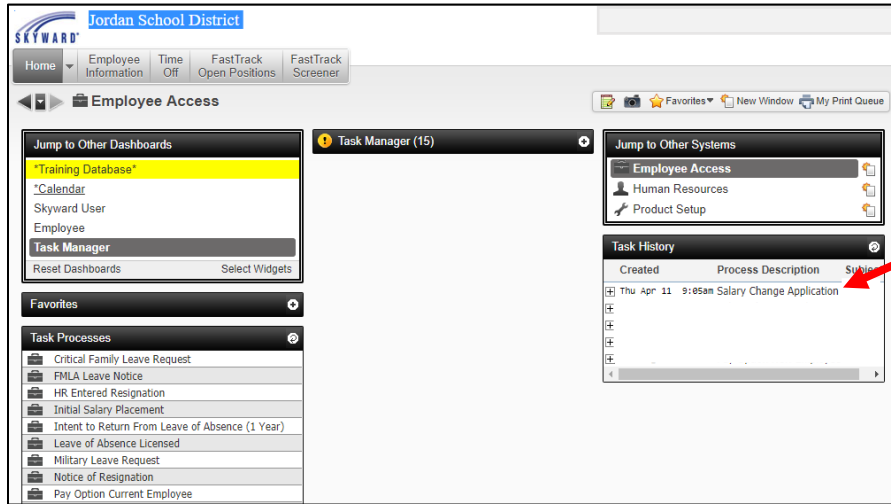
Save and Finish Later

Reassign Task

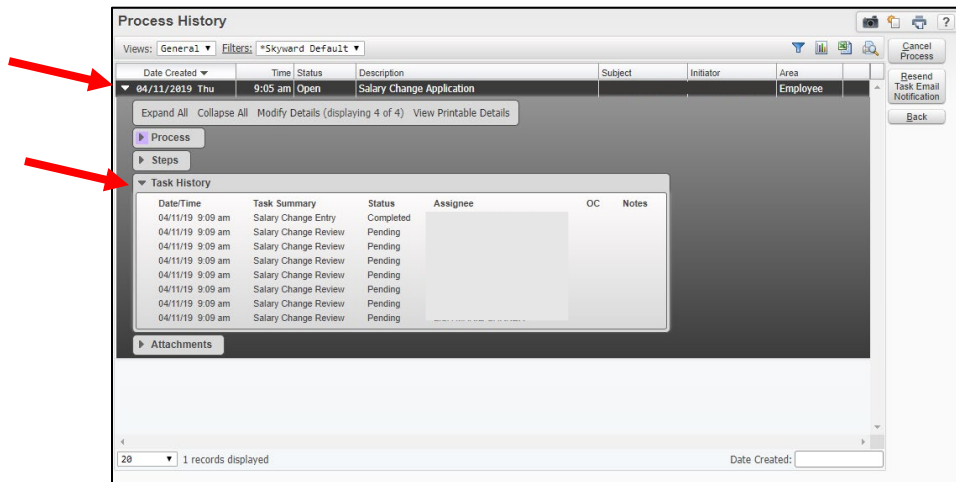
**Please note: When both proof of Highly Qualified eligibility and Application are received by HR, the salary change will be effective the 1<sup>st</sup> Monday of the following month.**

**To check the status of your Application**

- Under Task History, click on the Highly Qualified Application



- Use the drop down arrows to view the Task History



- Status will show as completed or pending.