

# 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 Principal (00010-0002) (832772239) ⏪

Evaluations
Licensure
Transactions
Staff Assignments
TASL

Status Mandated
Cycle

2016-2018

[View](#)

📄 TASL Requests
Add TASL Attendance

Request Date	Request Type	Requested By	Status	
02/16/2017	Exemption	Principal (00010-0002), Paul	Pending Approval	<a href="#">View</a>

10 | 20 | 50 | 100
↔

1-2 of 2
page 1 of 1

📄 TASL Hours
Print Transcript

Event Title	Date Attended Start	Date Attended End	Hours	
2016-17 CTE Director Monthly Study Councils	02/02/2017	02/03/2017	8	<a href="#">View</a>
2016 LEAD Conference	11/01/2016	11/03/2016	8	<a href="#">View</a>

✔ TOTAL TASL Hours: 16 of 14

📄 Exemption
Request Exemption

Request Date	Status	
2/16/2017 2:19:15 PM	Pending Approval	<a href="#">View</a>

## View Historical TASL cycles

**i** 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 Mandated
Cycle

▼

View

TASL Requests

Add TASL Attendance

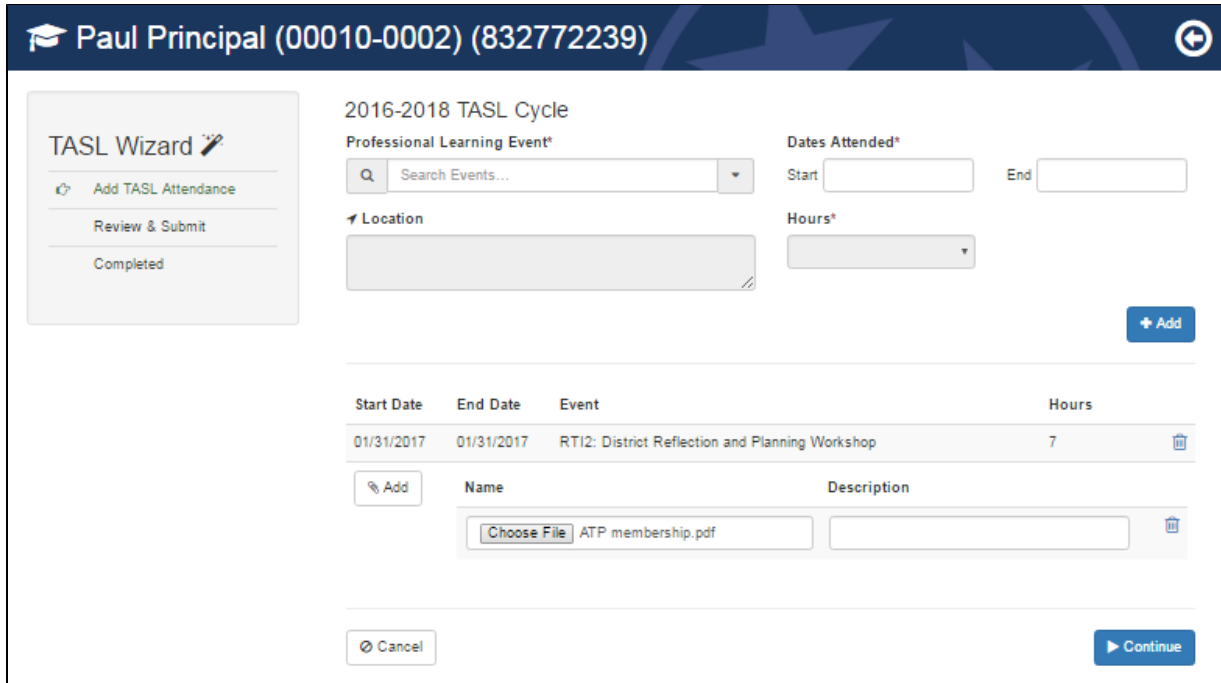
Request Date	Request Type	Requested By	Status
02/16/2017	Exemption	Principal (00010-0002), Paul	Pending Approval <span style="float: right; color: #0056b3; font-weight: bold; border: 1px solid #0056b3; padding: 2px 5px; border-radius: 4px;">View</span>

10 | 20 | 50 | 100
← →

1-2 of 2
page 1 of 1

### Add TASL Attendance

- Click **Add TASL Attendance** to start the **TASL Wizard**.



**TASL Wizard**

- Add TASL Attendance
- Review & Submit
- Completed

2016-2018 TASL Cycle

Professional Learning Event\*

Dates Attended\*  
 Start  End

Location

Hours\*

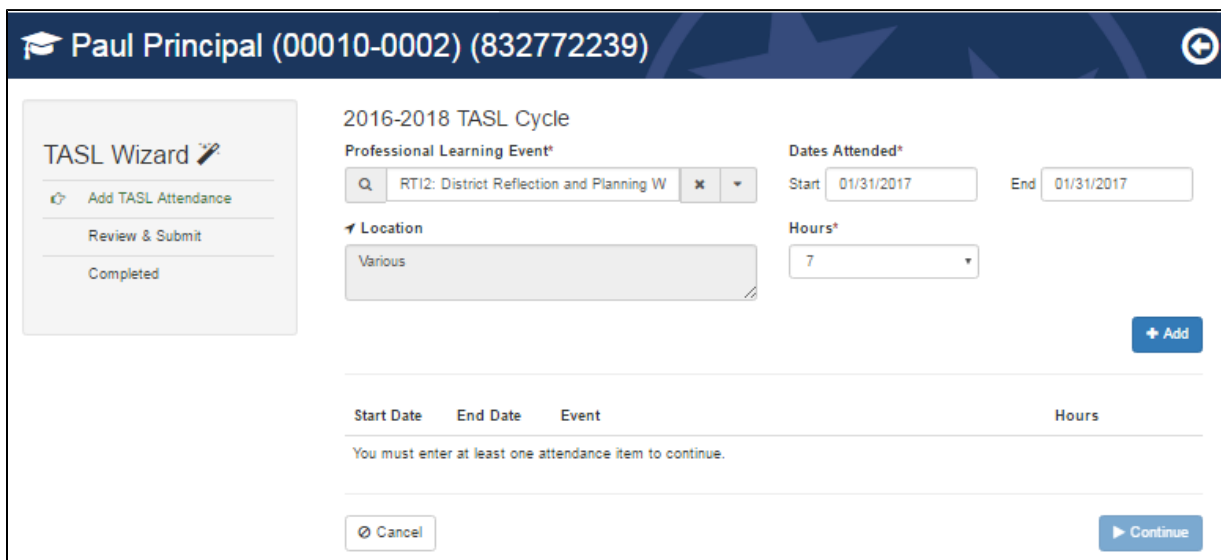
**+ Add**

Start Date	End Date	Event	Hours
01/31/2017	01/31/2017	RTI2: District Reflection and Planning Workshop	7

**Add** Name Description  
 ATP membership.pdf

**Cancel** **Continue**

- 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**.



**TASL Wizard**

- Add TASL Attendance
- Review & Submit
- Completed

2016-2018 TASL Cycle

Professional Learning Event\*

Dates Attended\*  
 Start  End


Location

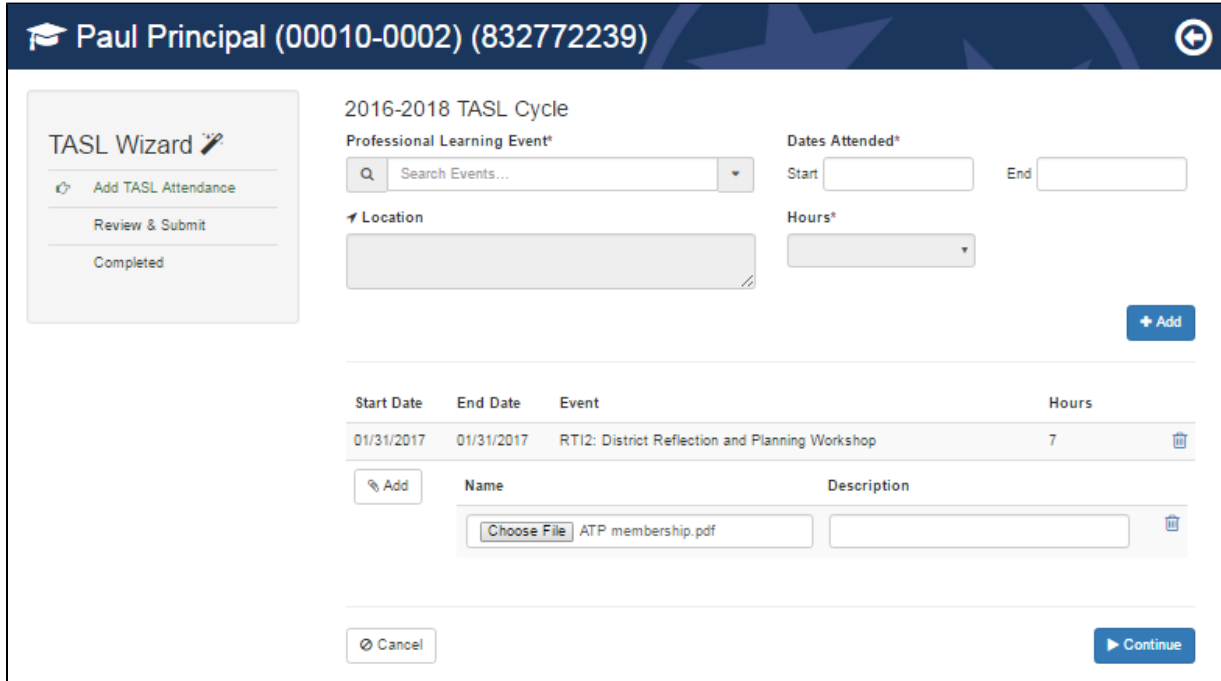
Hours\*

**+ Add**

Start Date	End Date	Event	Hours
You must enter at least one attendance item to continue.			

**Cancel** **Continue**

- The event displays below the entries. Click **+Add** and then 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**.



**TASL Wizard**

- Add TASL Attendance
- Review & Submit
- Completed

2016-2018 TASL Cycle

Professional Learning Event\*

Dates Attended\*  
 Start  End

Location

Hours\*

**+ Add**

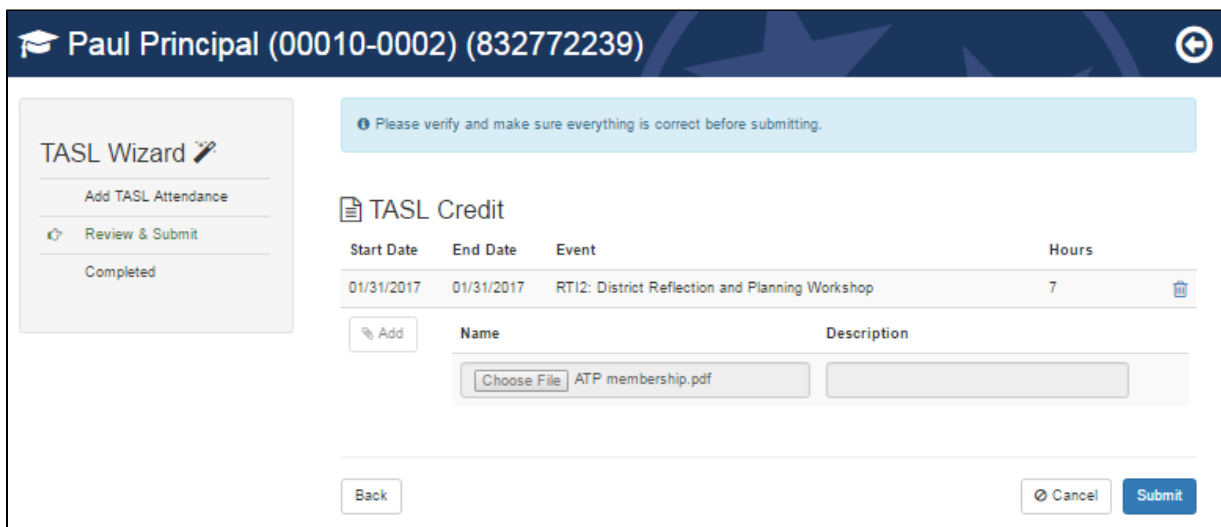
Start Date	End Date	Event	Hours
01/31/2017	01/31/2017	RT12: District Reflection and Planning Workshop	7

**Add**

Name	Description
<input type="text" value="Choose File"/> ATP membership.pdf	<input type="text"/>

**Cancel** **Continue**

- 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**.



**TASL Wizard**

- Add TASL Attendance
- Review & Submit
- Completed

**Please verify and make sure everything is correct before submitting.**

**TASL Credit**

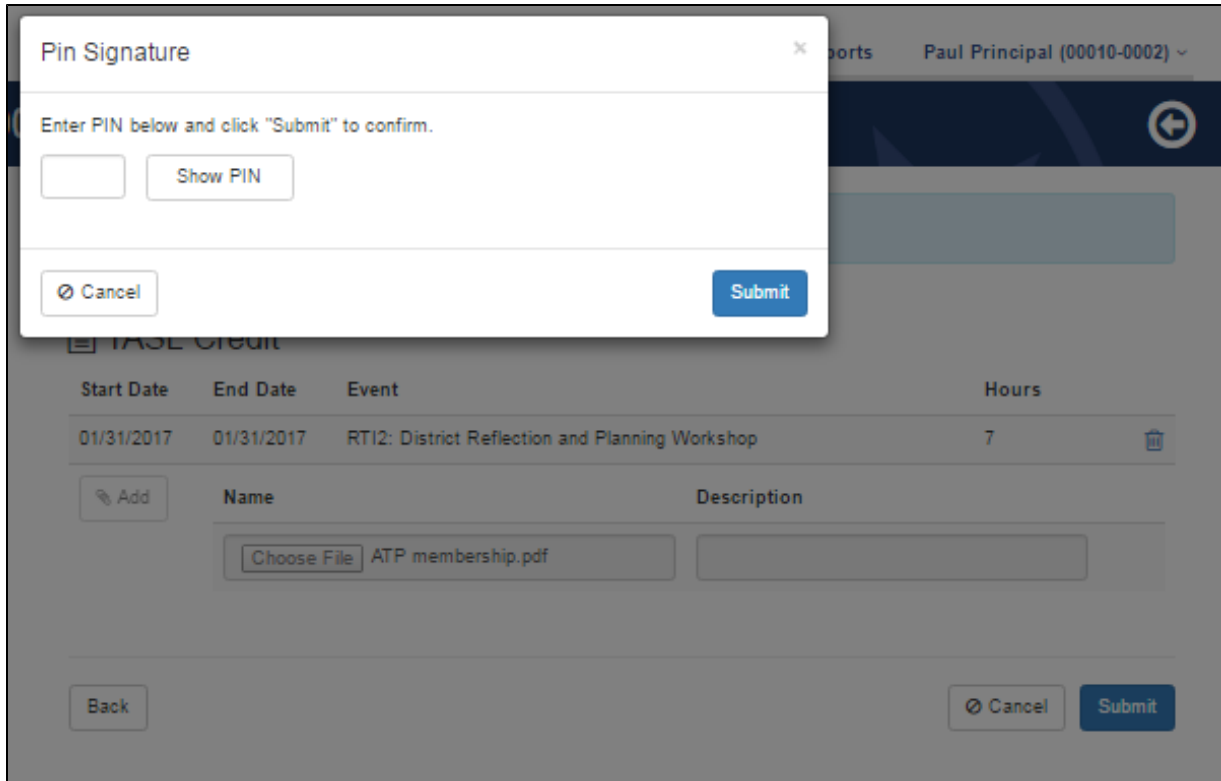
Start Date	End Date	Event	Hours
01/31/2017	01/31/2017	RT12: District Reflection and Planning Workshop	7

**Add**

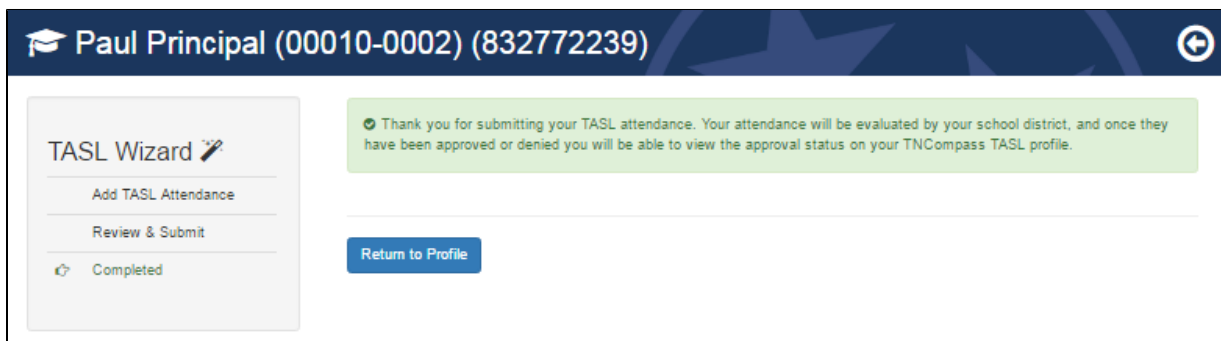
Name	Description
<input type="text" value="Choose File"/> ATP membership.pdf	<input type="text"/>

**Back** **Cancel** **Submit**

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



## 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**

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**Current Cycle (2016-2018)**

 **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** [Print Transcript](#)

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Event Title	Date Attended Start	Date Attended End	Hours	
2016-17 CTE Director Monthly Study Councils	02/02/2017	02/03/2017	8	<a href="#">View</a>
2016 LEAD Conference	11/01/2016	11/03/2016	8	<a href="#">View</a>

 **TOTAL TASL Hours: 16 of 14**

## Exemption

**i** 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.



The screenshot shows a web interface for requesting an exemption. At the top left is a document icon and the text "Exemption". At the top right is a blue button labeled "Request Exemption". Below this is a table with two columns: "Request Date" and "Status". The table is currently empty, with a message below it stating "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.



The screenshot shows the "Request for Exemption" form for Paul Principal (00010-0002) (832772239). The form includes the following text:

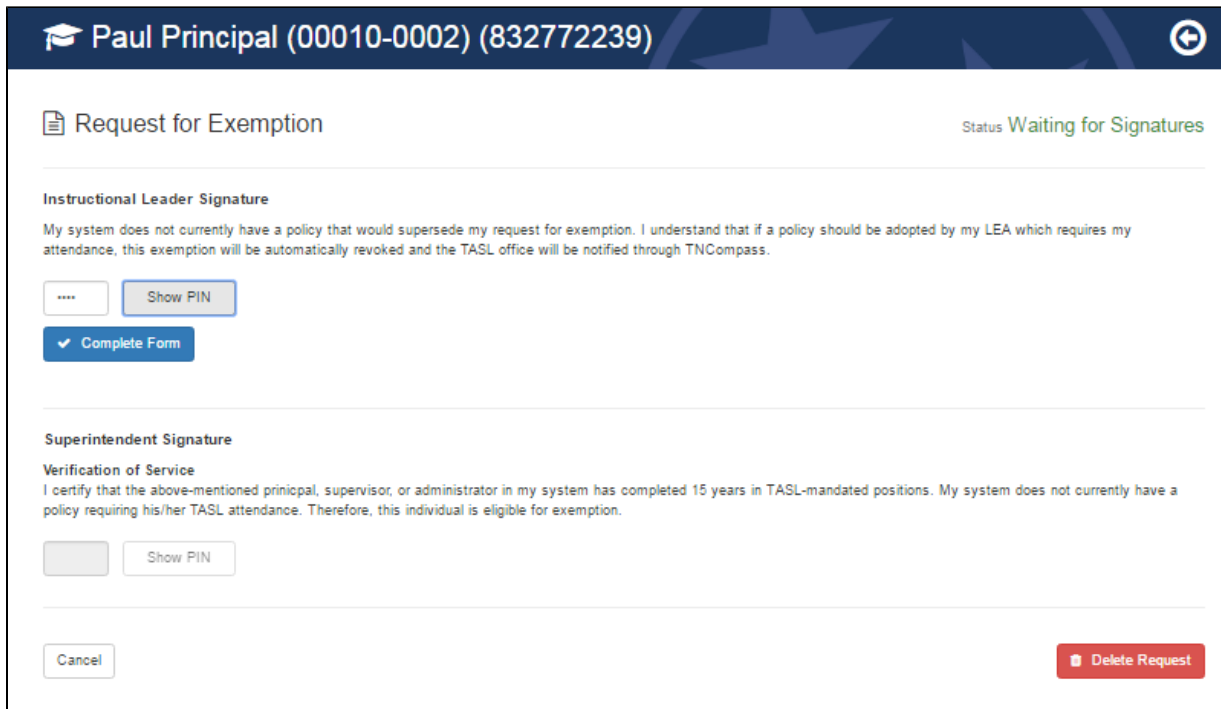
On May 18, 1998, the following amendment to the TASL Academy law was signed by the governor and enacted:  
**TCA 49-5-5703. Principals and administrators to attend academy.**  
 The requirement for attendance at the principal-administrator academy shall be optional to any principal, supervisor, or other 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.

At the bottom of the form are two buttons: "Cancel" and "Start Request".



- 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.



**Request for Exemption** Status **Waiting for Signatures**

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**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 adopted by my LEA which requires my attendance, this exemption will be automatically revoked and the TASL office will be notified through TNCompass.

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**Superintendent Signature**

**Verification of Service**

I certify that the above-mentioned principal, 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.

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



**Exemption**

Request Date	Status
No TASL exemptions listed for the educator.	

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

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