



MONTGOMERY
PUBLIC SCHOOLS

Detached Duty Process



Detached Duty Application Procedure

Complete the Detached Duty online form following steps 1-4.

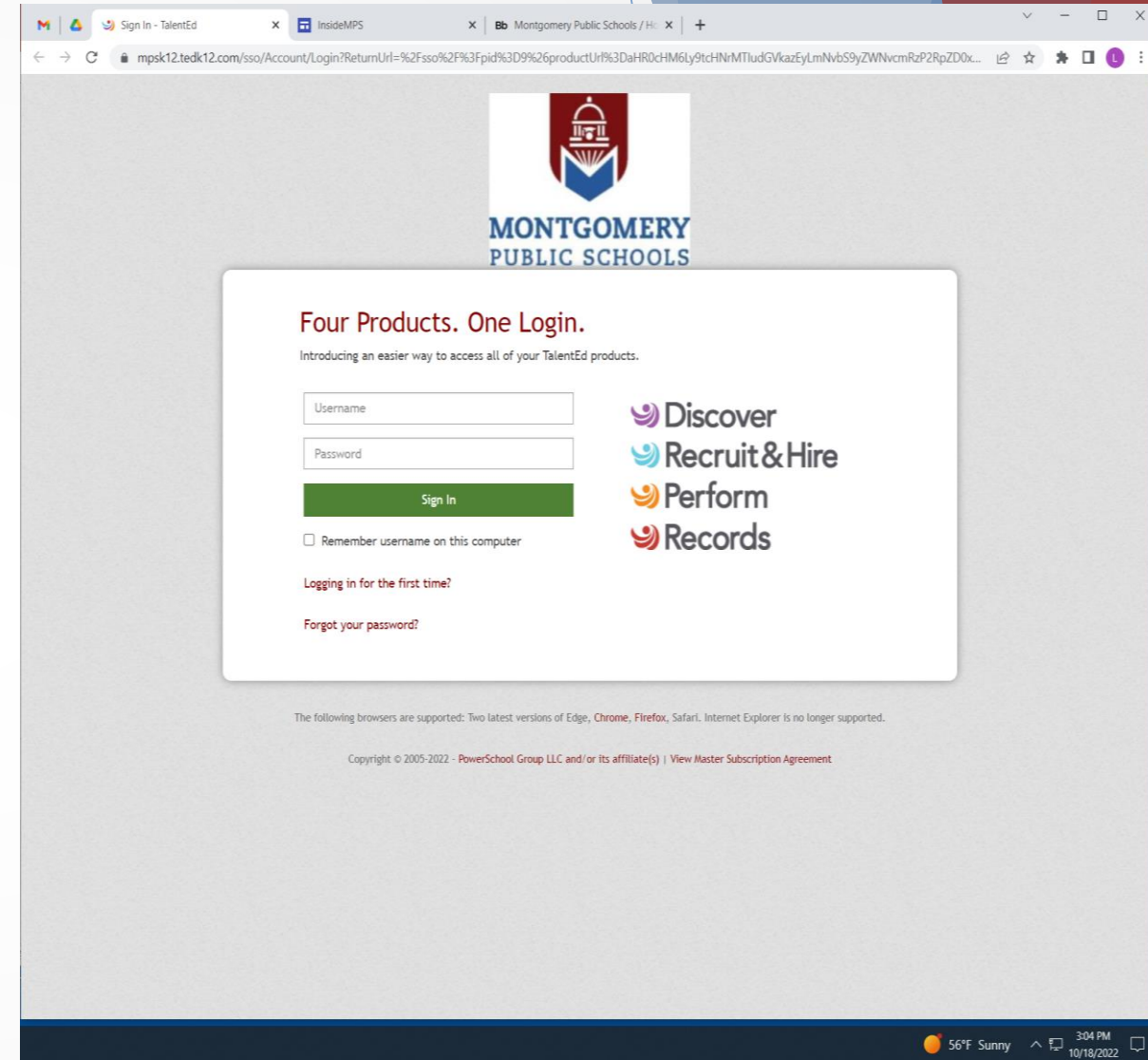
Step 1: Log in TalentEd

Go to MPS website

Click on “FOR STAFF”

Located under the letter “T”, click on TalentEd

Log in to TalentEd



The screenshot shows a web browser window displaying the login page for TalentEd at Montgomery Public Schools. The browser's address bar shows the URL: `mस्क12.tedk12.com/sso/Account/Login?ReturnUrl=%2Ffso%2F%3Fpid%3D9%26productUrl%3DaHR0cHM6Ly9tchNMTludGVkazEylmNvbS9yZWVcmRzP2RpZD0x...`. The page features the Montgomery Public Schools logo at the top center. Below the logo, the heading "Four Products. One Login." is displayed in red, followed by the subtext "Introducing an easier way to access all of your TalentEd products." The login form includes two input fields for "Username" and "Password", a green "Sign In" button, and a checkbox for "Remember username on this computer". To the right of the form, four product icons are listed: "Discover", "Recruit & Hire", "Perform", and "Records". Below the form, there are links for "Logging in for the first time?" and "Forgot your password?". At the bottom of the page, a small text block states: "The following browsers are supported: Two latest versions of Edge, Chrome, Firefox, Safari. Internet Explorer is no longer supported." and a copyright notice: "Copyright © 2005-2022 - PowerSchool Group LLC and/or its affiliate(s) | View Master Subscription Agreement." The Windows taskbar at the bottom shows the system tray with a weather icon (56°F Sunny), a volume icon, and the date and time (3:04 PM, 10/18/2022).

Step 2: Request Detached Duty

Steps:

1. Click on Available Forms
2. Click on Detached Duty Request

The screenshot shows a web browser window with the URL mpsk12.tedk12.com/records/RequestInstantDocument/InstantDocumentTypes. The page is titled "Available Forms" and features a search bar at the top right. A left-hand navigation menu includes "My Tasks", "Available Forms" (highlighted), "Files", and "Reports". The main content area displays a grid of form tiles, each with a document icon and a title. The tiles are arranged in three rows: the first row contains seven tiles, the second row contains seven tiles, and the third row contains one tile. The "Detached Duty Request" tile is highlighted with a blue border, and a black arrow points from the "Available Forms" menu item to this tile. Another black arrow points from the "Available Forms" menu item to the "Available Forms" header of the page.

Form Title
ADA Self-Identification
Catastrophic Sick Leave Transfer Authorization
Certified Exiting Employee Form
Claim For Lost Time- On-The-Job-Injury
Classified Exiting Employee Form
Detached Duty Request
Employee Name Change Request
Health Insurance Enrollment
Leave of Absence Request...
Leave of Absence Request-Military or...
On the Job Injury Report
Provisional or Conditional Payment...
Sick Leave Bank Enrollment/Withdrawa...
Sick Leave Bank Loan Request
Verification of Higher Degree Request

Step 3: Add E-Form

Available Forms

Search

How would you like to add this document?

- Add for myself
- Add for another staff member

Add as an E-Form Close

56°F Sunny 3:46 PM 10/18/2022

Step 4: Fill out Form

Steps:

1. Enter date, name, and job title.
2. Enter funding source. **Make sure the correct funding source is listed for federal funding (Title I, CSI, ESSER, etc.).**
3. Enter the dates your requesting to be absent from your regular duty assignments. **Make sure dates you submit include a before or after stay if necessary according to destination of conference start and ending time.**
4. Enter reason for being absence, providing specific details.
5. Enter “yes” or “no” if substitute is needed.
6. Upload and attach supporting document. **Make sure attachments includes a copy of the conference/ meeting/ training agenda, flyer or brochure.**
7. Click “Save Final” to submit request to principal or supervisor for approval.

Request for Professional Leave/Detached Duty

Detached Duty Request

Date: (required)
 Allowed format is MM/DD/YYYY Ex: 10/18/2022

Full Name (required)

Job Title (required)

School/Department: (required)
 Federal Programs

Funding Source: (required)
 Title I

If other or local funds, please list:

I am requesting approval to be absent from my regular duty assignment on the following dates: (required)

I am requesting approval to be absent from my regular duty assignment on the following dates: (required)

Reason for Absence (Provide specific details: (required))

I am attaching other information related to my request: (required)

If approved, I will need a substitute: (required)

Attachments

Supporting Documents

Supporting Documents

Please Click to View/Hide the Workflow

Current User
Date 11/30/2022