

Frontline FAQs

Q: Is there a guide that will help me complete the annual BPS Orientation in Frontline?

A: Yes >> [Frontline Orientation Step-By-Step Guide](#)

Q: When is the annual orientation form due?

A: The orientation form submission is due by 30 days after your first day.

Q: Can someone without access to Frontline complete the orientation materials?

A: Yes >> [Annual BPS Orientation Materials](#)

Q: How does a BPS employee login to Frontline?

A: Follow these steps >> [Frontline Login Guide](#)

Q: Who do I contact if I am experiencing trouble with logging into Frontline?

A: Send an email to >> FrontlineHelp@brevardschools.org

Q: When is a full evaluation process required?

A: For instructional personnel, a full evaluation process is required if a teacher qualifies for Pay for Performance. This means the employee has worked two 9 week grading periods (doesn't have to be consecutive) or ninety-nine days or more in a school year (for people who are on intermittent-type leaves and may not have two full and complete 9 week grading periods). If the full evaluation process is not completed, an employee does not receive Pay for Performance. So, it's imperative that principals and other supervisors encourage all parts of the evaluation process to be finalized.

For support personnel, a full evaluation process should be completed for employees serving the positions sixty-one (61) days or more.

Q: When is a short form utilized?

A: A short form evaluation is used for instructional personnel when that individual does not qualify for Pay for Performance. To qualify for pay for performance, an instructional employee must have served two 9 week grading periods. They do not have to be consecutive. (i.e. grading periods 1 and 2, grading periods 2 and 4, grading periods 1 and 4) If an employee works all year but has been on leaves

intermittently, they must have met the 99 day requirement if they do not have 2 entire grading periods of teaching service.

A short form evaluation is used for support personnel when they have worked fewer than 60 days in their position for the year.

Q: Where can I locate a Short-Term evaluation form?

A: Send an email to >> FrontlineHelp@brevardschools.org with the name and site/dept # of the employee.

Q: What if the evaluation assigned to the employee has the wrong rubric?

A: Send an email to >> FrontlineHelp@brevardschools.org

Q: When is the CMA Goal due?

A: The CMA Goal submission and form finalization is due by October 31st every year.

Q: What is the size of a CMA team?

A: CMA teams should have a minimum of 3 employees or more. Can be within the same school/department or different schools/departments.

Q: Who adds the list of CMA Team Members?

A: Both employees and administrators can add the list of members.

Q: Who submits the CMA Goal form?

A: Your Administrator submits the CMA form. The employee only clicks the save button.

Q: Where can I find an interim evaluation form?

A: Follow these steps >> [Manage Zero Instance Components](#)

Q: How do I add another informal or formal observation form?

A: Follow these steps >> [Adding an Instance](#)

Q: How do I finalize a form as an Administrator?

A: Follow these steps >> [Finalizing Forms - Administrator](#)

Q: How do I complete and submit a form as an Employee?

A: Follow these steps >> [Completing a Form - Employee](#)

Q: After an Employee submits a form do I have to acknowledge the same form?

A: No. The orientation form does not require employee or admin acknowledgement. Employee submits and admin finalizes. Frontline requires all forms submitted by your administrator to be submitted by admin, acknowledged by employee, and finalized by admin.

Q: How do I acknowledge a form as an Employee?

A: Follow these steps >> [Awaiting Acknowledgement - Employee](#)

Q: What if a form has been finalized without an employee's acknowledgement?

A: Go to your Navigation bar >> LEARNING PLAN, scroll to the bottom, and locate your **COMPLETED** tasks, then click the blue hyperlink title to get into the form. Scroll to the bottom and click acknowledge.
***If you want to leave a comment, then you can email FrontlineHelp@brevardschools.org or your admin to reopen the form.

Q: How do I finalize a form as an Employee?

A: Employees do not finalize forms. Your last step in completing a form is the Awaiting Acknowledgment step. Once you have clicked the acknowledgement at the bottom of the form, you are finished. Then form is forwarded to your Administrator for finalization.

*** Your Administrator can finalize a form prior to your acknowledgement. In this case, go to your Navigation bar >> LEARNING PLAN, scroll to the bottom, and locate your **COMPLETED** tasks, then click the blue hyperlink title to get into the form. This will allow you to go into the form and click acknowledge at the bottom.

Q: Which forms need to be printed, signed, and couriered to the district?

A: Summative Part II, Short-term Evaluation, Support & Non-Instructional Leadership Annual Evaluation