


# Greenbrier County Schools Approach to Using Power Automate

## Introductions

- Ashlee Thompson ([abthomp1@stu.k12.wv.us](mailto:abthomp1@stu.k12.wv.us))
- Rylee Norman ([rlnorma1@stu.k12.wv.us](mailto:rlnorma1@stu.k12.wv.us))

Where We Were



Interactive Forms Manager

Current Location: Interactive Forms Manager > Submission > Forms

Search for Forms:  Form Name/Description

Name/ID	Description	Form Name/Description
Application for Professional Absence - CTE	Application for Professional Absence CTE Form	
Application for Professional Absence (Professional Council)	Application for Professional Absence without 150 - min. statement Form	
Application for Professional Absence - OUT OF STATE	Application for Professional Absence - OUT OF STATE	
Application for Professional Absence - OUT OF STATE - CTE	Application for Professional Absence - OUT OF STATE - CTE Form	
Change of Address	Change of Address	
Check Only Log	Instructional Calendar Log	
Continuing Education for School Service Personnel	School Personnel Continuing Education Form	
GDSP 10 - Overview Request Form Revise	GDSP 10 Overview Request Form Revise	
GDSP 10 - Overview Request Form Form	GDSP 10 Overview Request Form Form	
Calendar Monthly Work Report	Calendar report use this form to report the days they worked each month.	
Site Without My Address	To be completed prior to sending a Bill without any.	
Back-Pick Site Monthly Treatment	Back-Pick Site Monthly Treatment	
Final Trip Application - Curriculum/Events Coordinator	Curriculum/Events Coordinator/Final Trip Application (Greeneville County) Form	
Final Trip Application/Coordinator/Events Coordinator - CTE	Final Trip Application/Coordinator/Events Coordinator - CTE	
Final Report Request Form	Final Report Request Form	
Final Report Request Form - Pre-4/Head Start	Final Report Request Form for Pre-4/Head Start	
GC3 Personnel Evaluation - ADD	GC3 Personnel Evaluation - ADD	
GC3 Personnel Evaluation - Collaborative	GC3 Personnel Evaluation - Collaborative	
GC3 Personnel Evaluation - Electronic Technology 1 and 2/Computer Technician	GC3 Personnel Evaluation - Electronic Technology 1 and 2/Computer Technician	
GC3 Personnel Evaluation - School Food Service Staff	GC3 Personnel Evaluation - School Food Service Staff	
GC3 Personnel Evaluation - School Secretary	GC3 Personnel Evaluation - School Secretary	
In-County Travel Reimbursement - CTE Only	In-County Travel Reimbursement for CTE Only	
In-County Travel Reimbursement	In-County Travel Reimbursement	
In-County Travel Reimbursement - Title I	In-County Travel Reimbursement for Title I	
In-County Travel Reimbursement - Title II	In-County Travel Reimbursement Form for Title II	
In-County Travel Reimbursement - Title III	In-County Travel Reimbursement for Title III report	
Monthly Travel Report	Use this form to report annual travel purchases in or out of your place of work	
Monthly School Financial Statement	Monthly School Financial Statement	
Monthly Work Report - Greeneville County Board of Education	Monthly Work Report	
Monthly Work Report - Instructional Support Team	Monthly Work Report for Instructional Coaches and Technology Integration Specialists	
Monthly Work Report - IT Meeting Our Business Board	Monthly Work Report - IT Meeting Our Business Board	
Monthly Work Report - LPI	Monthly Work Report - LPI	
Monthly Work Report - Principals/Assistant Principal	Monthly Work Report for Principals and Assistant Principals	
Out-Of-County Travel Reimbursement	Out-Of-County Travel Expense Reimbursement	
Out-Of-County Travel Reimbursement - CTE Only	Out-Of-County Travel Reimbursement for CTE program only	
Out-Of-County Travel Reimbursement - Title I	Out-Of-County Travel Reimbursement - Title I	
Out-Of-County Travel Reimbursement - Title II	Out-Of-County Travel Reimbursement - Title II	
Out-Of-County Travel Reimbursement - Title III	Out-Of-County Travel Reimbursement - Title III	
Personal Leave Request	To be completed prior to the date of leave without notice.	
Professional Development Sessions	Professional Development Sessions	
Professional Development Sessions	Professional Development Sessions	
Payroll/Teacher Rate Form	Payroll/Teacher Rate 2 Form	
Purchase Requisition - Ruskville Elementary Internal	Purchase Requisition - Ruskville Elementary Internal	
Purchase Requisition - 2105 CCLC	Purchase Requisition - 2105 CCLC	
Purchase Requisition - 2105 CCLC Elementary andPMSER	Purchase Requisition - 2105 CCLC Elementary andPMSER	
Purchase Requisition - Adena Elementary Internal	Purchase Requisition - Adena Elementary Internal	
Purchase Requisition - Christian Elementary Internal	Purchase Requisition - Christian Elementary Internal	
Purchase Requisition - GEHS Internal	Purchase Requisition - GEHS Internal	
Purchase Requisition - Frankford Elementary Internal	Purchase Requisition - Frankford Elementary Internal	
Purchase Requisition - GEHS - Technology Model School	Purchase Requisition - GEHS - Technology Model School	
Purchase Requisition - GEHS Adena	To be used to purchase athletic equipment and supplies	
Purchase Requisition - GEHS Faculty Senate	Use this form to make a purchase requisition with Faculty Senate Funds.	
Purchase Requisition - GEHS LEVY	Complete this form for LEVY purchases from GEHS.	
Purchase Requisition - GEHS SPARC - Innovation Zone Grant	Form used to purchase items for GEHS SPARC - Innovation Zone Grant	
Purchase Requisition - GEHS STPH	Purchase Requisition - GEHS STPH	
Purchase Requisition - Greeneville East Internal	Purchase Requisition - Greeneville East Internal	
Purchase Requisition - Greeneville West Collective Arts	Purchase Requisition - To be used only for the Greeneville West Collective Arts - Innovation Zone Grant	
Purchase Requisition - Greeneville West Internal	Purchase Requisition - Greeneville West Internal	
Purchase Requisition - HeadStart	Purchase Requisition used to request purchases for Head Start program	
Purchase Requisition - IT Meeting Our Business Grant	Form used to purchase items for IT Meeting Our Business Grant	
Purchase Requisition - LEVY	Purchase Requisition - LEVY	
Purchase Requisition - Lewisburg Elementary Internal	Purchase Requisition - Lewisburg Elementary Internal	
Purchase Requisition - LPI School	Purchase Requisition - LPI School	
Purchase Requisition - Ruskville Elementary Internal	Purchase Requisition - Ruskville Elementary Internal	
Purchase Requisition - Rupert Elementary Internal	Purchase Requisition - Rupert Elementary Internal	
Purchase Requisition - School Elementary Internal	Purchase Requisition - School Elementary Internal	
Purchase Requisition - Special Education	Purchase Requisition - Special Education	
Purchase Requisition - STPH I	Purchase Requisition	
Purchase Requisition - Tech Report School	Purchase Requisition - Tech Report School	
Purchase Requisition - TITLE I	Purchase Requisition	
Purchase Requisition - TITLE II	Purchase Requisition - TITLE II	
Purchase Requisition - TITLE IV	Purchase Requisition	
Purchase Requisition - TITLE VI	Purchase Requisition	
Purchase Requisition - Vocational	Purchase Requisition	
Purchase Requisition - WSPS Internal	Purchase Requisition - WSPS Internal	
Purchase Requisition - Work Support Form - Internal	Purchase Requisition - Work Support Form - Internal	
Purchase Requisition - WORKING GRANTS: FLOOR FOR HOUSING	Purchase Requisition Form	
Request to Carryover Non-Working Days	Request to Carryover Non-Working Days	
School Selection Committee Compensation Form	This form is used to report hours worked while serving on your school selection committee. You must have completed the mandatory training to be eligible.	
Technology Questionnaire	Technology Questionnaire	
Time Out for Absence Request Form	Time Out for Absence Request Form	
TIS Log Form	TIS Log Form	
Work Report - 2105 CCLC Elementary andPMSER Form	Work Report - 2105 CCLC Elementary andPMSER Form	
Work Report - 2105 CCLC Elementary andPMSER Form	Work Report - 2105 CCLC Elementary andPMSER Form	
Work Report - 2105 CCLC Form	Work Report - 2105 CCLC Form	
Work Report - Greeneville West Innovation Zone	Work Report - Greeneville West Innovation Zone	
Work Report - School Libraries - LPI	Work Report Form to be used for School Libraries not paid by SCBOE	
Work Report - Federal Programs (WSPS Log)	Work Report - Federal Programs (WSPS Log)	
Work Report - Federal Programs	Work Report - Federal Programs Form	
Work Report - LPI	Work Report - LPI	

Displaying 1 - 59 of 59

Why We Wanted the Change

- Non-User Friendly
- Lacking in integrating AI
- Overwhelming for Employees
- Lack of Customer Support

## Benefits

- Microsoft is free through WVDE for all 55 counties
- WVDE has long term contract with Microsoft
- All employees are assigned a Microsoft account when hired
- HIPAA, SIPA and FERPA compliant
- Integration of multiple Microsoft platforms
- Microsoft is customizable for your county's needs
- Approvers have easy access through Outlook email or Microsoft Teams
- User friendly

## What We Use Automate For

- Streamline flow of information
- Automatically merge data into an Excel format
- Makes forms and requests more user friendly for employees
- Decrease in wait time of approved or denied forms
- Embedded approval hierarchy (forms go where they need to go automatically)
- Invoice approvals
- Microsoft AI displays relevant questions based on previous answers

# New Forms System

## Greenbrier County Online Forms

- [Application for Professional Absence Form](#)
- [Budget Transfer Form](#)
- [Carrvoer Non-Work Day Form](#)
- [Change of Address Form](#)
- [Coach/TIS Daily Log](#)
- [Continuing Education for School Service Personnel Form](#)
- [Day Without Pay Form](#)
- [Employee Accident Report Form](#)
- [Extra Contract Days Form](#)
- [Extra Duty Aide Monthly Timesheet Form](#)
- [Field Trip Application Form](#)
- [Fund-Raiser Request Form](#)
- [Missed Time Punch Report Form](#)
- [Monthly Absence Report](#) (Formerly Monthly Work Report-BOE)
- [Monthly School Financial Statement Form](#)
- [Personal Leave Request Form](#)
- [Personnel Evaluation Form](#)
- [Professional Development Sessions Form](#)
- [Payroll/Teacher Ratio Form](#)
- [Purchase Requisition Form](#)
- [School Selection Committee Compensation Form](#)
- [Technology Questionnaire](#)
- [Timeout for Applause Form](#)
- [Travel Reimbursement](#)
- [Work Report](#)
- [3 Step Payroll Increase Form \(for Math and Special Education\)](#)

### Change of Address

Hi, Ashlee. When you submit this form, the owner will see your name and email address.

\* Required

1. Name \*

Enter your answer

2. Date \*

Please input date (M/d/yyyy)

3. Employee Number \*

The value must be a number

4. Place of Employment \*

- Alderson Elementary
- Crichton Elementary
- Eastern Greenbrier Middle
- Frankford Elementary
- Greenbrier East High
- Greenbrier West High
- Lewisburg Elementary
- Rainelle Elementary
- Roncoverte Elementary
- Rupert Elementary
- Greenbrier

- Western Greenbrier Middle
- White Sulphur Elementary
- Bus Garage
- GBC Board of Education
- Maintenance Office

5. Position \*

- Professional
- Service

6. New Address \*

Enter your answer

7. City \*

Enter your answer

8. State \*

Enter your answer

9. Zip \*

The value must be a number

10. Phone Number \*

The value must be a number

9. Zip \*

The value must be a number

10. Phone Number \*

The value must be a number

Send me an email receipt of my responses

# Invoice Approvals

# Microsoft Teams

- Main access point of approvals

Request title	Status	Created	Sent by	Sent to
Work Report Approval Request	Requested	10/13/2021, 1:18:48 PM	Christopher Foley	Kasandra McClung
Work Report Approval Request	Approved	10/8/2021, 2:46:04 PM	Molly Hileman	Kasandra McClung
Pupil/Teacher Ratio Approval Request	Approved	10/5/2021, 8:01:20 AM	Jessica Baker	Kasandra McClung
Day Without Pay Approval Request	Approved	10/4/2021, 2:31:32 PM	Michelle Bland	Kasandra McClung
Monthly Absence Report Approval Requ	Approved	10/4/2021, 1:49:23 PM	Jason Stewart	Kasandra McClung
Work Report Approval Request	Approved	10/4/2021, 10:51:48 AM	patricia defibaugh	Kasandra McClung
Pupil/Teacher Ratio Approval Request	Approved	10/4/2021, 10:33:11 AM	Lisa Stacy	Kasandra McClung
Pupil/Teacher Ratio Approval Request	Approved	10/4/2021, 10:32:55 AM	Lisa Stacy	Kasandra McClung

Approvals Sent

The screenshot shows the Microsoft Teams interface with the 'Approvals' app. The 'Sent' tab is selected, and a blue arrow points to it from the text 'Approvals Sent' above. The interface includes a search bar, a 'New approval request' button, and a list of approval requests. The list has columns for Request title, Status, Created, Sent by, and Sent to.

Request title	Status	Created	Sent by	Sent to
Personal Leave Approval Request	Rejected	9/17/2021, 8:52:00 AM	KM Kasandra McClung	KM Kasandra McClung
Monthly Absence Report Approval Requ	Approved	9/14/2021, 7:13:08 AM	KM Kasandra McClung	AB April Byars
Travel Reimbursement Approval Request	Approved	9/13/2021, 3:18:00 PM	KM Kasandra McClung	DF Debra Fogus
Travel Reimbursement Approval Request	Approved	9/13/2021, 3:17:02 PM	KM Kasandra McClung	DM Deborah McClintic
Travel Reimbursement Approval Request	Approved	9/13/2021, 2:56:53 PM	KM Kasandra McClung	JC Jeanne Childers
Monthly Absence Report Approval Requ	Approved	9/10/2021, 10:56:45 AM	KM Kasandra McClung	DM David McClure
3 Step Payroll Increase Approval Request	Approved	9/2/2021, 3:20:13 PM	KM Kasandra McClung	DC Douglas Clemons
3 Step Payroll Increase Approval Request	Approved	9/2/2021, 3:08:41 PM	KM Kasandra McClung	AS Andrea Stewart

The screenshot shows a detailed view of a 'Personal Leave Approval Request' in a pop-up window. The window title is 'Approvals Approval request details'. The request details include Name, Date, Place of Employment, Number of Days Claimed, FROM Date, TO Date, Memo, Email, and Time. The final status is 'Rejected', with a rejection history showing it was rejected by Kasandra McClung on Monday at 1:26 PM. The request was also made by Kasandra McClung on Sep 17.

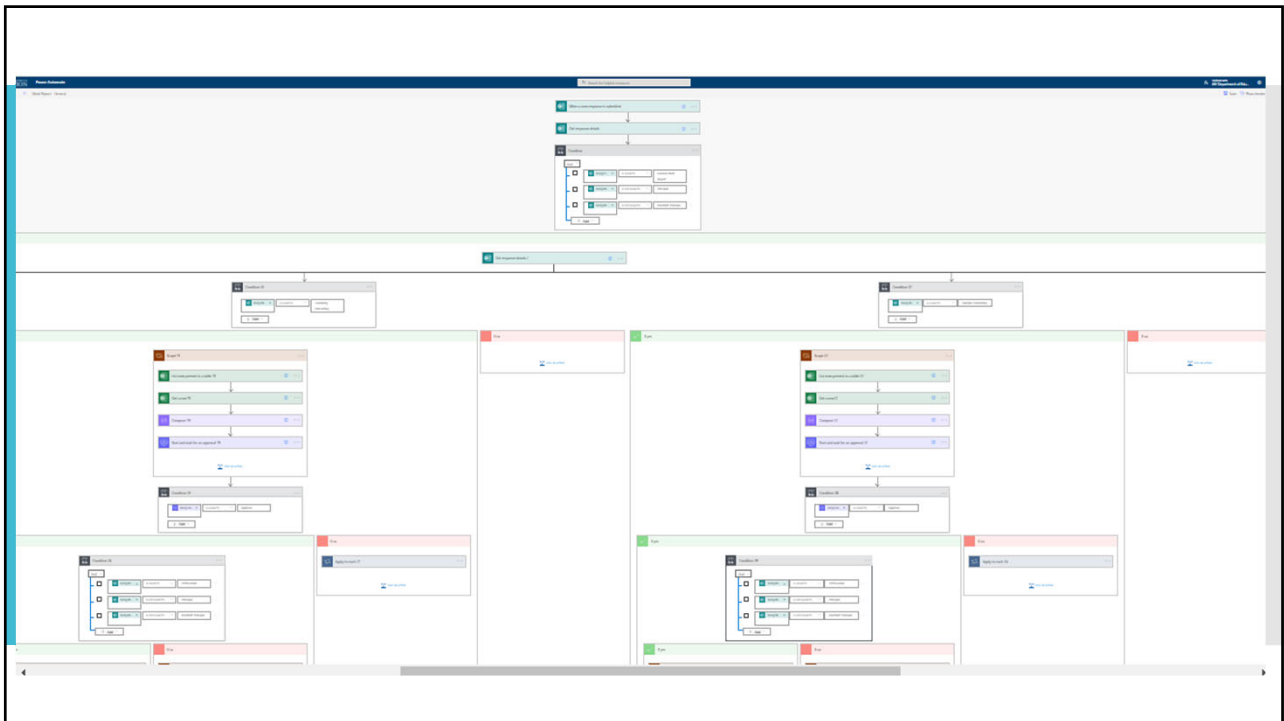
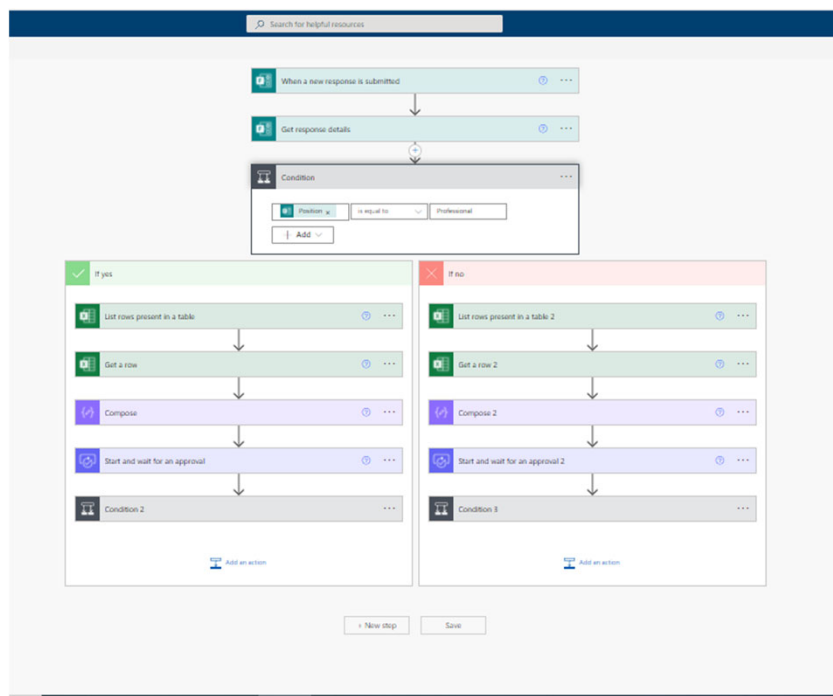
**Personal Leave Approval Request**

Name: Kasandra (Test)  
Date: 2021-09-17  
Place of Employment: GCS Board of Education  
Number of Days Claimed: 1  
FROM Date: 2021-09-17  
TO Date: 2021-09-17  
Memo: Test  
Email: [kasandra.mcclung@k12.wv.us](mailto:kasandra.mcclung@k12.wv.us)  
Time: 9/17/2021 12:51:51 PM

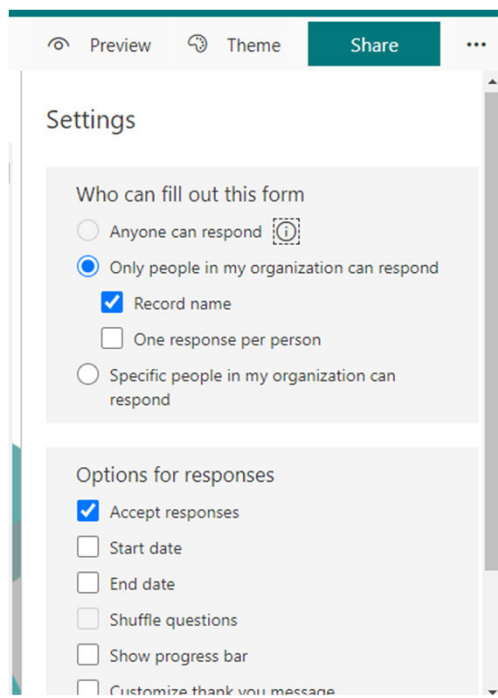
**Final status: Rejected**

- Rejected by KM Kasandra McClung Mon at 1:26 PM
- Requested by KM Kasandra McClung Sep 17

# Behind the Scenes



# Internal and External Forms



# Master Spreadsheet

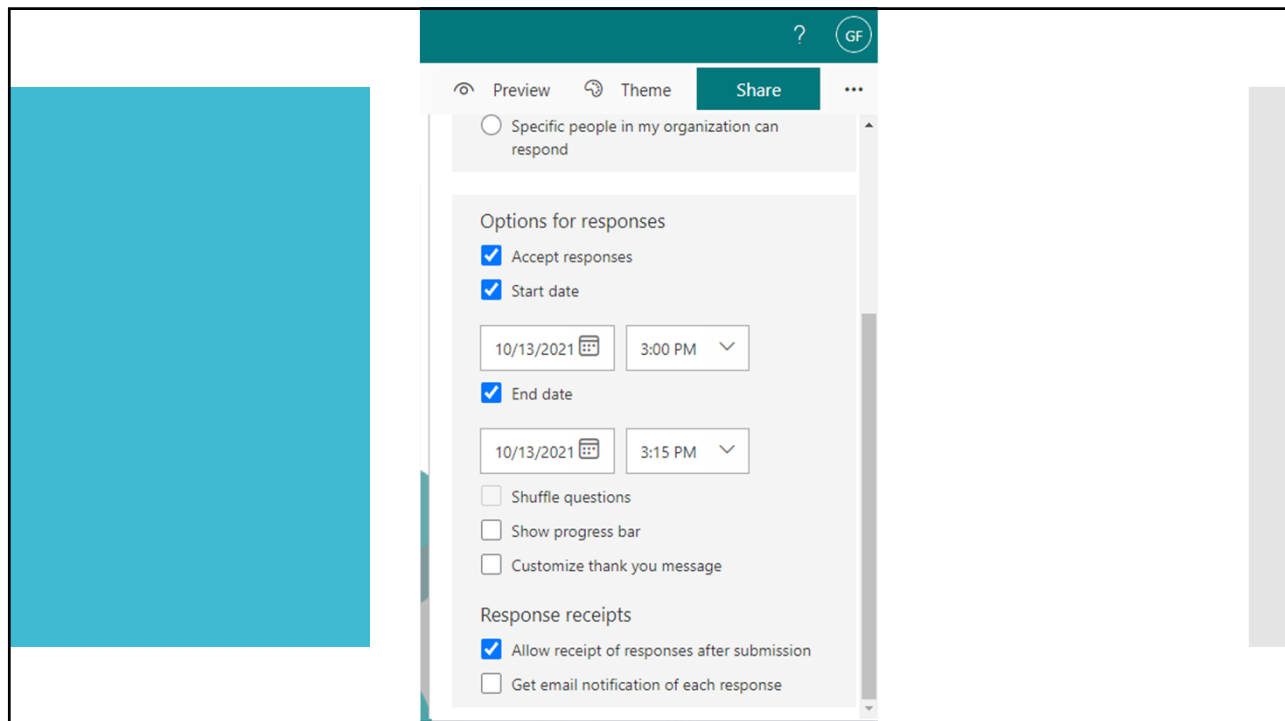
- All form approvers are linked to a master Excel sheet, making change in personnel and routing simple to change

	Name	Email	Position
1			DO NOT EDIT THIS COLUMN
2			
3	Kassandra McClung	kasandra.mcclung@k12.wv.us	Professional
4	April Byars	abyars@k12.wv.us	Service
5	Jeff Bryant	jbryant@k12.wv.us	Superintendent
6	Nancy Hanna	nhanna@k12.wv.us	Associate Superintendent
7	David McCure	dsmccur@k12.wv.us	CSBO
8	Debbie Fogus	dfogus@k12.wv.us	Attendance Office Secretary
9	Doug Clemons	dclemons@k12.wv.us	Director of Personnel
10	Darlene Sparks	darlene.sparks@k12.wv.us	Personnel Secretary
11	Kelley Henthorn	khenthorn@k12.wv.us	Superintendent Secretary
12	Ann Smith	asmith@k12.wv.us	Director of Elementary Education
13	Alyson Carr	acarr@k12.wv.us	Principal of Achievement Center
14	Vicky Cline	vccline@k12.wv.us	Technology
15	George Brooks	gbrooks@k12.wv.us	Transportation/Maintenance
16	Paula McCoy	pmmcocy@k12.wv.us	School Nurse
17	Martha Snider	martha.snider@k12.wv.us	LPN School
18	Debbie McClellan	dsmccell@k12.wv.us	Director of Secondary Education
19	Nancy Hanna	nhanna@k12.wv.us	Director of PreK
20	Laurie Hedrick	lhedric@k12.wv.us	Coordinator of Operations
21			



## Future Possibilities

- We plan to reach out to Microsoft in furthering the capability of Microsoft forms.
- Online Employment Applications
- GPS locations with buttons (to clock in and out)
- Possible app on mobile devices





Contact  
Information

- Ashlee Thompson ([abthomp1@stu.k12.wv.us](mailto:abthomp1@stu.k12.wv.us))
- Rylee Norman ([rlnorma1@stu.k12.wv.us](mailto:rlnorma1@stu.k12.wv.us))