OUT-RADIUS STAFF TRAVEL REQUEST FORM Mar #1 MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331 2/5/2016 DATE SUBMITTED: NAME OF STAFF TRAVELING: Alicia Bywater NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A (SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE): SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE. LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING) ITEMIZED EXPENSES LOCATION OF CONFERENCE. NAME OF CONFERENCE, WORKSHOP, (INCLUDE AIRFARE, MEALS, DATE(S) OF TRAVEL AMOUNT SPECIFIC TOTAL COST OF WORKSHOP, OR ACTIVITY AMOUNT EMPLOYEE MILEAGE, REGISTRATION. OR ACTIVITY REQUESTED FOR FUNDING CITY & STATE LODGING, SHUTTLE, CAR **EXPENSES** WILL PAY DISTRICT TO PAY RENTAL, ETC.) & TOTAL SOURCE MEALS 230 2016 SCHOOL TRANSPORTATION 7/23/2016 - 7/27/2016 MILEAGE GRAND SIERRA HOTEL RENO NEVADA 410 \$ **NEWS EXPO** 939.00 \$ \$ 939.00 REGISTRATION transp OTHER MILEAGE LODGING \$ \$ \$ REGISTRATION AIRFARE MEALS LODGING \$ \$ \$ REGISTRATION AIRFARE OTHER MILEAGE LODGING \$ \$ REGISTRATION AIRFARE WHY TRAVEL IS REQUIRED OR RECOMMENDED? TOTAL: TOTAL TOTAL: To help us improve on skills and gather useful information from professionals throughout the school transportation industry. \$ 939.00 \$ \$ 939.00 WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES? This conference brings together people from all over the United States that have different jobs in the Transportation industry. They bring an enormous amount of information to help us to keep our students safe. HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? The information we gain from this conference we use all year long in our training sessions for our staff. It also helps during the year where we go back on our information if we have problems that help our staff. DISTRICT OFFICE HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)? Through observation while we do the evaluations and also during the year in the performance of our staff. MAR 3 2016 KECELAED A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. SIGNATURE OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT:

26

BOARD

APPROVAL DATE: Last Update 10/13/2014

OUT-RADIUS STAFF TRAVEL REQUEST FORM Mar #2

	T	MINIDOKA COUNTY JOIN	SCHOOL DISTRICT	# 331				
DATE SUBMITTED:	2/23/2016	NAME OF STAFF TRAVELING:						
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			Ray Breeding NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.					
LIST TRIP(S) THAT ARE REQU	JIRED BY GRANT, OR GOVERNMENTAL	RILLES AND REGULATIONS OR CONCL	DEDED MADED ATME TO T	UE 0.000	CONTRACTOR OF THE PROPERTY OF	DECLIFCTC ARE CUR	150550 15550	
THE DEAD	LINE FOR ALL TRIP REQUESTS IS THE	FIRST MONDAY OF EACH MONTH (ALL	OUT-OF-RADIUS TRIP REC	QUESTS ARE REVIEW	ED AT THE SEPTEM	REQUESTS ARE SUB.	JECT TO APPROVA	
Date(s) of Travel	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT	SPECIFIC FUNDING SOURCE	
7/23/2016-7/27/2016	2016 SCHOOL TRANSPORTATION NEWS CONFERENCE	GRANS SIERRA HOTEL RENO NEVADA	MEALS \$ 230 MILEAGE LODGING \$ 410 REGISTRATION \$ 299 AIREARF OTHER MEALS	\$ 939.00	\$ -	\$ 939.00	Transp	
			MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$.	\$ -		
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER MEALS	\$ -	\$ -	\$ -		
			MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -		
WHY TRAVEL IS REQUIRE	D OR RECOMMENDED?			TOTAL:	TOTAL:	TOTAL:		
recommended by them. This systems on a bus.	s conference covers many up cominç	end training yearly and this conference g changes in our field, and training in t	e is highly the ever changing	\$ 939.00	\$ -	\$ 939.00		
To stay up to date in my t		t fleet possible and to maintain ar		of our school chi	ldren, while on o	ur buses.		
HOW WILL THE INFORMAT	FION GAINED FROM THIS TRAVEL	BE SHARED WITH STAFF AND THE E	BOARD?					
	leet and mechanics. Reviews fro							
HOW WILL THE EFFECTIVE	ENESS OF THE TRAINING BE ASSE	SSED (OBSERVATIONS, ASSESSM	ENTS, ETC.)?					
Less down time, less ove	rtime and better overall use of o	ur budget.						
SIGNAΤΟΡΕ OF SUPERVISO	INCOMPLE	EL REIMBURSEMENT FORM MUST ALTE TRAVEL REQUESTS WILL BE R	SO BE FILLED OUT TO PETURNED FOR ADDIT	REQUEST PERDIEM	ION.			
allicia By	water 1		M	AR 3 00.3				
SIGNATURE OF SUPERINÆN	HDENT:		DIS	TRICT OFFICE		BOARD APPROVAL DATE: Last Update 1	.0/13/2014	

OUT-RADIUS STAFF TRAVEL REQUEST FORM Mar #3

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331 2/23/2016 DATE SUBMITTED: NAME OF STAFF TRAVELING: Kay Buerkle NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A (SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE): SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING) ITEMIZED EXPENSES LOCATION OF CONFERENCE. NAME OF CONFERENCE, WORKSHOP, (INCLUDE AIRFARE, MEALS. AMOUNT SPECIFIC DATE(S) OF TRAVEL TOTAL COST OF AMOUNT EMPLOYEE WORKSHOP, OR ACTIVITY MILEAGE, REGISTRATION. OR ACTIVITY REQUESTED FOR FUNDING **EXPENSES** WILL PAY CITY & STATE LODGING, SHUTTLE, CAR DISTRICT TO PAY SOURCE RENTAL, ETC.) & TOTAL MEALS 230 SCHOOL TRANSPORTATION NEWS 7/23/2016-7/27/2016 GRANS SIERRA HOTEL RENO NEVADA 410 \$ 939.00 CONFERENCE \$ 939.00 REGISTRATION Iransp OTHER MEALS MILEAGE LODGING \$ \$ \$ REGISTRATION AIRFARE OTHER MILEAGE \$ \$ REGISTRATION AIRFARE MEALS LODGING \$ \$ \$ REGISTRATION WHY TRAVEL IS REQUIRED OR RECOMMENDED? TOTAL TOTAL To help us inprove on skills and gather information from professionals thoughout the shool transportation industry. \$ 939.00 \$ \$ 939.00 WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES? The conference covers many different areas of transportation of students, dispatching, regulations, special needs children's needs, new laws in all catagories and requirements. HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? The information that is brought back is shared with personal in the transportation department. It is implemented nearly every day in some way in the daily operation of the buses, personal, services and needs of students, teachers and parents. HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)? The conference offers break out sessions for different areas, mechanics, office personnel, supervisors. Also keynote speakers on transportation subjects of all kinds from personal experiences to professionals dealing in transporting of students on buses. A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. SIGNATURE OF SUPERVISOR/ADMINISTRATOR: RECEIVED SIGNATURE OF SUPERINTENDENT: 3 2016 BOARD APPROVAL DATE: Last Update 10/13/2014 DISTRICT OFFICE

OUT-RADIUS STAFF TRAVEL REQUEST FORM Mar #4

		MINIDOKA COUNTY JOINT	SCHOOL DISTRICT	# 331			
DATE SUBMITTED:	2/23/2016	NAME OF STAFF TRAVELING:	Ryan Edwards				
(SUBMIT	TYPED FORMS ONLY; DO NOT PRIN	T AND HANDWRITE).	NOTE: OUT OF RADII	US IS TRAVEL OVER	300 MILES AND M	IUST BE APPROVED	BY THE BOARD;
LIST TRIP(S) THAT ARE REQU	JIRED BY GRANT, OR GOVERNMENTAL	RULES AND REGULATIONS OR CONS	SEPARATE FORM MUS	HE OPERATIONS OF	THE BIOTRICE	DECUECTO IDE CUE	
THE DEAD	LINE FOR ALL TRIP REQUESTS IS THE	FIRST MONDAY OF EACH MONTH (ALL	OUT-OF-RADIUS TRIP REC	QUESTS ARE REVIEW	ED AT THE SEPTEM	BER BOARD MEETING	JECT TO APPROVA
DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT	SPECIFIC FUNDING SOURCE
7/23/2016-7/27/2016	2016 SCHOOL TRANSPORTATION NEWS CONFERENCE	GRANS SIERRA HOTEL RENO NEVADA	MEALS]	\$ -	\$ 939.00	Transp.
			MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -	,
			MEALS MILEAGE LODGING REGISTRATION AIREARE OTHER MEALS	\$ -	\$ -	\$ -	
			MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -	
WHY TRAVEL IS REQUIRE	D OR RECOMMENDED?			TOTAL:	TOTAL:	TOTAL:	
The state transportation req recommended by them. This systems on a bus.	uires that school bus mechanics atte s conference covers many up coming	end training yearly and this conference g changes in our field, and training in t	e is highly the ever changing	\$ 939.00	\$ -	\$ 939.00	
WHAT IS YOUR PURPOSE	FOR ATTENDING WORKSHOPS, C	ONFERENCES OR ACTIVITIES?					
To stay up to date in my	held of work to maintain the bes	t fleet possible and to maintain ar	nd excell in the safety	of our school ch	ildren, while on o	ur buses.	
HOW WILL THE INFORMAT	TION GAINED FROM THIS TRAVEL	BE SHARED WITH STAFE AND THE	POARD?				
HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? The performance of our fleet and mechanics. Reviews from the state.				RE	RECEIVED		
HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?					MAF	MAR 3 2016	
Less down time, less overtime and better overall use of our budget.						. 0 2010	
					DIST	DISTRICT OFFICE	
	INCOMPLE	EL REIMBURSEMENT FORM MUST AL TE TRAVEL REQUESTS WILL BE R	SO BE FILLED OUT TO	REQUEST PERDIEM	TON.		
SIGNATURE OF SUPERVISO	water .						
SIGNATURE OF SUPERINTE	3-3-16					BOARD APPROVAL DATE: Last Update	10/13/2014

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

		THE STATE OF STATE OF STATE	SCHOOL DISTRICT	# 331				
DATE SUBMITTED:	2/23/2016	NAME OF STAFF TRAVELING:						
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			Jerome Fagaldefeg NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.					
THE DEAD	LINE FOR ALL TRIP REQUESTS IS THE	FIRST MONDAY OF EACH MONTH (ALL	OUT-OF-RADIUS TRIP REC	QUESTS ARE REVIEW	VED AT THE SEPTEM	BER BOARD MEETING	G).	
Date(s) of Travel	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE	
7/23/2016-7/27/2016	2016 SCHOOL TRANSPORTATION NEWS CONFERENCE	GRANS SIERRA HOTEL RENO NEVADA	MEALS \$ 230 MILEAGE LODGING \$ 410 REGISTRATION \$ 299 AIREARF OTHER MEALS	\$ 939.00	\$ -	\$ 939.00	Transp.	
			MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -		
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -		
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -		
WHY TRAVEL IS REQUIRE				TOTAL:	TOTAL:	TOTAL:		
recommended by them. This systems on a bus.	s conference covers many up comin	end training yearly and this conference g changes in our field, and training in t	the ever changing	\$ 939.00	\$ -	\$ 939.00		
	FOR ATTENDING WORKSHOPS, of the field of work to maintain the bes	CONFERENCES OR ACTIVITIES? It fleet possible and to maintain ar	nd excell in the safety	of our school ch	ildren, while on o	ur buses.		
		BE SHARED WITH STAFF AND THE I	BOARD?					
The performance of our f	leet and mechanics. Reviews fro	om the state.						
HOW WILL THE EFFECTIVE	ENESS OF THE TRAINING BE ASSI	ESSED (OBSERVATIONS, ASSESSM	ENTS, ETC.)?			Water the second second		
	ertime and better overall use of o							
	INCOMPLE	VEL REIMBURSEMENT FORM MUST AI TE TRAVEL REQUESTS WILL BE R	LSO BE FILLED OUT TO ETURNED FOR ADDIT	REQUEST PERDIEM	TION.			
SIGNATURE OF SUPERVISO	PR/ADMINISTRATOR:		REC	CEIVED				
SIGNATURE OF SUPERINTEI	3-3-16		MAR	3 2016		BOARD APPROVAL DATE: Last Update		
<u> </u>	7 - 10	,	DISTRI	CT OFFICE		Last Update	10/13/2014 Kc	

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331 2/29/2016 NAME OF STAFF TRAVELING: SUZI BAILES DATE SUBMITTED: NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A (SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE): SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE. LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL, OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING). ITEMIZED EXPENSES (INCLUDE AMOUNT LOCATION OF CONFERENCE, WORKSHOP. AIRFARE, MEALS, MILEAGE, SPECIFIC TOTAL COST OF AMOUNT EMPLOYEE NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY REGISTRATION, LODGING. REQUESTED FOR DATE(S) OF TRAVEL **EXPENSES** WILL PAY FUNDING SOURCE OR ACTIVITY SHUTTLE, CAR RENTAL, ETC.) & CITY & STATE DISTRICT TO PAY TOTAL MEALS MILEAGE LODGING REGISTRATION \$ \$ MINNEAPOLIS MN ACT ASPIRE MARCH 7-11, 2016 MILEAGE LODGING \$ \$ \$ AIRFARE MILEAGE \$ \$ \$ REGISTRATIC AIRFARE MILEAGE \$ \$ \$ REGISTRATIO AIRFARE TOTAL TOTAL TOTAL WHY TRAVEL IS REQUIRED OR RECOMMENDED? IT WILL IMPROVE TEACHER UNDERSTANDING OF STATE TESTS IN WRITING \$ \$ \$ WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES? THE PURPOSE IS TO WRITE TEST QUESTIONS FOR THE ACT ELA TEST RECEIVED MAR - 1 2016 HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? IT CAN BE PRESENTED TO WHOMEVER WOULD LIKE THE INFORMATION Accounts Payable District Service Ctr. HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)? IT WILL BE PRACTICED IN WRITING AND DESIGNINGTEST QUESTIONS; THIS WILL HELP WITH OUR ADJUSTMENTS TO IMAGINE IT! TO BETTER ALIGN WITH COMMON CORE. A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. SIGNATURE OF SUPERVISOR/ADMINISTRATOR SIGNATURE OF SUPERINTEND BOARD APPROVAL DATE: 3-3-16 Last Update: 10/13/2014

OUT-RADIUS STAFF TRAVEL REQUEST FORM MAR #7

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331								
DATE SUBMITTED:	3/7/2016	NAME OF STAFF TRAVELING:	Kent Jackson, James Thomas. Dawn Jackson, Suzette Sorenson					
			NOTE: OUT OF RADIUS IS TRAVEL, OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.					
LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CO		ONSIDERED IMPERATIVE	E TO THE OPERATION	S OF THE DISTRICT	ALL REQUESTS ARE	SUBJECT TO		
APPROVAL. THE	DEADLINE FOR ALL TRIP REQUESTS	IS THE FIRST MONDAY OF EACH MONTH I	H (ALL OUT-OF-RADIUS TI	RIP REQUESTS ARE I	REVIEWED AT THE SE T	PTEMBER BOARD ME	ETING).	
Date(s) of Travel	Name of conference, workshop, or activity	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE	
7-17-2016-7-22-2016	PSUG (POWERSCHOOL) CONFERENCE	LAS VEGAS, NV	MEALS	\$ 437350	\$ -	\$ 4,373.50	District	
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -		
	- 2		MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -		
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -		
WHY TRAVEL IS REQUIRE				TOTAL:	TOTAL:	TOTAL:		
To further knowledge about and from Powerschool emp	t Powerschool. Classes are offered loyees.	\$ 4,373.50	\$ -	\$ 4,373.50				
WHAT IS YOUR PURPOSE	What is your purpose for attending workshops, conferences or activities?							
PSUG's offers hundreds of courses/ workshops that are role specific and are geared at efficiency thoughout Powerschool.								
		L BE SHARED WITH STAFF AND THE					TO HER THURSDAY	
All documentation, tools, and updates will be brought back to our district employees who use powerschool.								
HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?								
Suzy will train secretarie	es in the District of new items w	hen we return.						
A Travel Reimbursement Form must also be filled out to request Perdiem incomplete travel requests will be returned for additional information.								
SIGNATURE OF SUPERVISOR/ADMINISTRATOR:								
SIGNATURE OF SUPERINTENDENT: 3-7-16						BOARD APPROVAL DATE:		