



**Parkrose
School District**
Portland, Oregon

Extended Travel Request

As Per Board Policy DLC/DLC-AR

Names: Michael Lopes

Date: 11/22/2013 Department/Building: District Office

Purpose

AVID Training – ADL Session 2-Cohort 53

District Benefit

As the AVID District Director for Parkrose, it is a benefit for Parkrose for me to learn the critical steps to support the K-12 implementation of AVID in Parkrose. It's a required component of leadership training for AVID districts.

Travel Details

1. Destination: Denver, CO

2. Dates: February 11-14, 2014

ESTIMATED EXPENSES	DESCRIPTION	COST
TRAVEL	Airline: Southwest Fly Out: 2/11/14 & Fly Back: 2/14/14	\$300
MEALS	Feb 11: \$33.00 Dinner Feb 12: \$33.00 Dinner Feb 13: \$33.00 Dinner Feb 14: \$33.00 Dinner (breakfast & lunch served @ event)	\$132
LODGING	DoubleTree by Hilton Hotel Denver Tech Center 7801 East Orchard Rd, Greenwood Village, CO 80111 (1-303-779-6161) Reservation Confirmation#: 84060068 Check in: 2/11/14 & check out: 2/14/14 Price (3 nights x 199.00): 597.00 Taxes: 61.79 Room Subtotal: 658.79	\$658.79
REGIS/FEES	\$0 (Registration fees for ADL are included in the membership agreement between AVID Center and your district)	\$0
OTHER	Car Rental: \$ 43.87 per day (No shuttle service to location)	\$178.91
	TOTAL:	\$1269.76

mm 12/4/13

Budget Sources:

1. General Fund: _____
2. Workshop Funds: _____
3. Contract Requirement: _____
4. Other: Federal Funds, Teachers & Admin Professional Development - Title IIA:
230.2240.0342.120.350.000

Supervisors Recommendation and Comments

Supervisor Signature: Karen F. Gray

Superintendent/Designee Recommendations and Comments

Karen F. Gray

Board Action

Approved: _____ Disapproved: _____ Date: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Employee Signature: Michael Lopez Date: 12/4/13

AVID District Leadership Training Logistics Summary

You are invited to register for the following session:

ADL Session 2 Cohort 53 Denver, CO February 12-14, 2014

REGISTRATION

To Register: Complete and send the attached registration form by email (adl@avidcenter.org) or fax to 858-268-2265 (Attention: ADL) no later than **Wednesday, January 29, 2014**.

****Once you have submitted a registration form, you will receive an email confirmation.**

HOTEL AND TRAINING SITE INFORMATION

You are responsible for your own hotel and travel arrangements. Please plan accordingly.

ADL Session 2 generally runs from 8:00 AM through 5:00 PM on the first two days of training and from 8:00 AM – 12:00 PM on the final day of training.

February 12-14, 2014

Session 2- Cohort 53, Denver, CO

Training
Location: Doubletree by Hilton Denver Tech Center

Start: Wednesday, February 12, 2014 at 8:00am

End: Friday, February 14, 2014 at 12:00pm

Hotel: Doubletree by Hilton Denver Tech Center
7801 E Orchard Road
Greenwood Village, CO 80111
Tel: 303-253-3508
[Hotel Website](#)

*When making reservations, ask for the AVID Center ADL group rate!
Group rate ends **Tuesday, January 21, 2014**.

For reservations:
Call: 800-327-2242

Rooms and rates are based on availability.

Airports: Denver International Airport
Denver International Airport is 20 miles from the DoubleTree by Hilton Hotel.

Please schedule outgoing flights after 3:00 PM. This will ensure completion of training and allow for travel time to the airport.

****You can locate detailed and up-to-date information on all ADL sessions, including, training locations/times, hotels, and discounted reservation rates by signing on to [MyAVID \(login\)](#) > [Professional Learning](#) > [AVID District Leadership Training](#).**
ADL Session 1 Pre-work:

AVID District Leadership Training

Logistics Summary

Before attending ADL Session 2, we recommend you complete the following e-learning modules (see below). Each module has a certificate of completion. Please print and save.

Log onto www.avid.org , then onto MyAVID using your AVID username and password. Click Summer Institute under Online Learning. Complete the below pre-work before attending your ADL session 2:

1. District Director Professional Learning Plan

2. Portfolio Contents (complete for sharing at Session 2)

- ☐ Agenda(s) from Professional Learning conducted with AVID Elective Curriculum
- ☐ Completed Classroom Observation form AVID Elective-Tutorial
- ☐ Completed Classroom Observation form AVID Elective-Curriculum
- ☐ Coaching Self Diagnostic

3. The Session 2 e-learning portfolio assignments (assigned in Session 1) include:

- ☐ E-learning: On Demand Modules*
 - ☐ The Updated Tutorial Request Form
- ☐ E-learning: Summer Institute Launches & Boosts* (print certificates of completion)
 - ☐ Implementation Boost 1: Setting Up the AVID Elective
 - ☐ Implementation Boost 3: Setting Up the Tutorial

We also encourage you to bring a laptop or other portable device for the viewing and sharing of ADL materials.

If you are having difficulty accessing the e-learning modules, or have any further questions concerning ADL, please get in touch with the Project Coordinator, Shauna Richardson at srichardson@avidcenter.org or (858) 380-4709.