

# PDP Toolbox: Staff

<b>Request Leave:</b>		Status: Saved ( <a href="#">View History</a> )	
<b>Purpose:</b>	<input checked="" type="checkbox"/>	Professional Development	
	<input type="checkbox"/>	District/School Related	
	<input type="checkbox"/>	Personal	
<b>Activity Title:</b>	<input type="text" value="KASP Conference"/>		
<b>Description:</b>	<input type="text" value="Two-Day State School Psych Conference with keynote and breakout sessions"/>		
<b>Activity Date:</b>	Oct. <input type="text" value="15-16"/>	2008 <input type="text" value="All Day"/>	
<b>Date Description:</b> (If more than one day, or part of a day, provide details.)	<input type="text" value="Oct 15- 8:30 to 4:00"/> <input type="text" value="Oct 16 - 9:00 to 4:30"/> Working Lunch both days with special speakers		
<b>Group:</b> (If there are others joining you list them here.)	<input type="text" value="Three other psychs from the coop are going"/> Sig Freud Carl Rodgers Jr. Bobby Skinner		
<b>Date Created:</b>	Oct 01, 2008		

**Professional Development Information:**

Remove Prof. Dev.

Goal:	<a href="#">Improve Knowledge of MTSS</a> (Individual Goal) <input type="button" value="Select Goal..."/>
Support: (How does this activity support the goal?)	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">This conference ties into my IDP goal regarding improving my know ledge of MTSS</div>
Research Based:	No (Criteria Not Met: Part I, Part II, Part III) <input type="button" value="Select Criteria..."/>
Category:	<input type="text" value="Professional Education"/>
Contact Hours:	# <input type="text" value="15"/>
Meeting Location:	<input type="text" value="Junction City, KS 66666"/> (Address, City, State Zip)
Check all that apply:	<input type="checkbox"/> District Requested <input type="checkbox"/> College Credit <input type="checkbox"/> Non-Contract Hours

**Registration Information:**

Remove Registration

Registration:	<input checked="" type="checkbox"/> To be finalized by Main Office <input type="checkbox"/> Not Required <input type="checkbox"/> Already Completed <input type="checkbox"/> To be completed by Staff Member
Sponsor:	<input type="text" value="KASP"/>
Registration Mailing Address:	<input type="text" value="123 Psych Drive, Topeka KS 66661"/> (Address, City, State Zip)
Phone:	<input type="text" value="785 -123-4567"/>

Fax:	<input type="text" value="785-123-4568"/>
E-Mail:	<input type="text" value="psych@kasp.org"/>
Web Site:	<input type="text" value="www.kasp.org"/>

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Deadline:	<input type="text" value="October 1, 2008"/>
Fee:	\$ <input type="text" value="75.00"/>
Special Instructions:	<div style="border: 1px solid gray; padding: 5px;">I completed the registration form and will fax to Joyce. Please send registration with \$75 Purchase Order.</div>

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Reg. Account #:	<input type="text" value="N/A Chris enters this"/>
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<b><i>Substitute Information:</i></b>		<input type="button" value="Remove Substitute"/>
Substitute Required?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Date:	<input type="text"/>	<input type="text" value="Morning"/>
Special Instructions:	<div style="border: 1px solid gray; padding: 5px;">I'm a school psych and don't require a sub. (NOTE: instructional staff would need to complete this section)</div>	
Sub. Account #:	<input type="text" value="N/A Chris enters this"/>	

**Vehicle Information:**[Remove Vehicle](#)

Not Applicable	<input checked="" type="checkbox"/>
Personal	<input checked="" type="checkbox"/>
District	<input checked="" type="checkbox"/>

Pick Up:   
(DATE and TIME)

Return:   
(DATE and TIME)

Type:

#  
People:

Destination:	<input type="text" value="Junction City"/>	Estimated Miles:	<input type="text" value="330"/>
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Special Instructions:  Also list others who will be carpooling with you.	<p>Estimated 330 miles at .505 per mile = \$166.65. Carl, Sig and I plan to car pool in my car. Only I am requesting mileage. Bobby needs to leave early and will drive separately.</p>
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Vehicle Account #:	<input type="text" value="N/A Chris enters this"/>
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**Hotel Information:**[Remove Hotel](#)

Hotel Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reservation:	<input type="text" value="Already Completed"/>

Name:	<input type="text" value="The Roach Motel"/>
Address:	<input type="text" value="123 Hotel Street, Junction City KS"/> (Address, City, State Zip)
Phone:	<input type="text" value="785-987-6543"/>
Fax:	<input type="text" value="785-987-6532"/>

E-Mail:	<input type="text" value="roach@hotel.com"/>
Web Site:	<input type="text" value="www.arealdump.com"/>
<hr/>	
Check-In Date:	<input type="text" value="October 14, 2008"/>
Check-Out Date:	<input type="text" value="October 16, 2008"/>
Rate:	\$ <input type="text" value="89.00"/>
Estimate:	\$ <input type="text" value="178.00 (two nights)"/>
Special Instructions:	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p>This is a double room. Carl and I plan to share. Carl's request will not reflect lodging.</p> </div>
<hr/>	
Lodging Account #:	<input type="text" value="N/A Chris enters this"/>

<b><i>Meals Information:</i></b>		<input type="button" value="Remove Meals"/>
Number:	<input type="text" value="5"/>	
Estimate:	\$ <input type="text" value="50"/>	

<b><i>Other Expenses:</i></b>		<input type="button" value="Remove Other Expenses"/>
Estimate:	\$ <input type="text" value="24.95"/>	
Description:	<input in="" mtss="" schools"="" the="" type="text" value="book -"/>	

<b><i>Comment:</i></b>	<input type="button" value="Remove Comment"/>
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Comment:	<p>Please action this request prior to the registration deadline of October 1, 2008. There are late registration fees after the date.</p> <p>Post Comment</p>
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Save Only

Submit for Approval

Delete

Will be sent to: [Wesley Topel](#)

**Please Note:** Submitting this form DOES NOT register you for Greenbush workshops. See your district policy regarding registration for workshops. If your district policy allows you to register yourself for workshops, you've received approval for the workshop, AND you want to go to a Greenbush workshop, then you MUST go to <http://mc.greenbush.org/> to register for the workshop.

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Professional Development Planning Toolbox Consortium  
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[PDP Toolbox Tutorial](#) (PDF 479K) - [PDC Resources](#) - [Greenbush Workshop Registration](#) (See District Policy)