

Carson City School District

Professional Development Scheduling and Room Request Form

All District Wide and Site Level professional development and all Comprehensive Meetings require this form to be completed and emailed to pd@carson.k12.nv.us

Name of Training: _____ Today's Date: _____
 Date(s) of Training: _____ Hours _____ to _____
Start End
 Location: _____ Room: _____
 Person in charge: _____ Contact #: _____

- PDC Room Needed
- PD Calendar
- Race to the Top
- My Learning Plan
- Substitutes _____
How many?

Subs Needed:

Teacher	Content	Site	Teacher	Content	Site

Equipment:

SMARTboard Whiteboard Elmo Overhead Projector
 TV/VCR/DVD Player Power strips Laptops, how many? _____
 Video Conferencing System (room #4 only) All rooms at PDC have a SMARTboard and Projector

Checking equipment operation **PRIOR** to actual meeting is a **MUST!**

USERS MUST:

- * Rearrange room as found
- * Clean counters and coffee pots (**unplug pot**)
- * Wipe-off whiteboards
- * Turn off ALL technology
- * Remove ALL presentation materials (handouts, food, drinks, garbage, etc.)
- * Cancel the room within 24 hours if it is no longer needed

My Learning Plan:

Complete the following if the information needs to go on MyLearningPlan; if not, stop here.

Max Participants: _____ Instructor(s): _____

Purpose of Training: _____

Purposes: University Credit Professional Growth Credits
 Recertification Credits District Requirement
 Stipend Life-Long Learning
 Continuing Education Units School (site) Training How Many Credits? _____

Goal(s) and Objective(s):

Improve all students' learning Improve teacher effectiveness
 Promote continuous staff growth Encourage life-long learning
 Enhance intellectual and leadership capacity

Building(s) Restrictions: _____

Department(s) Restrictions: _____

Grade(s) Restrictions: _____

Approval: _____	Date: _____
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