

# TRAINING ADDITION REQUEST

Submitted by		Date
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## GENERAL INFORMATION

1	Training Name		Trainer's Name	
2	Preferred Training Date		Secondary Training Date	
3	Target Audience		Recommended By	
4	Training Location			Time
5	Training Costs	\$		
		Training Is	<input type="checkbox"/> Staff - Mandatory <input type="checkbox"/> Staff - Optional <input type="checkbox"/> Parent Friendly	
6	Does this meet 15-hour mandatory teacher training requirement?			<input type="checkbox"/> Yes <input type="checkbox"/> No

## COURSE CATEGORY

<b>Basic</b> (Required for job)	<b>Technical</b> (software, curriculum)	<b>Managerial</b> (leadership skills)

### Goal / Purpose


## FOR TRAINING COMMITTEE USE

Received Date	Cost Approved	Approval Date
	\$ _____ ----- LINE ITEM	