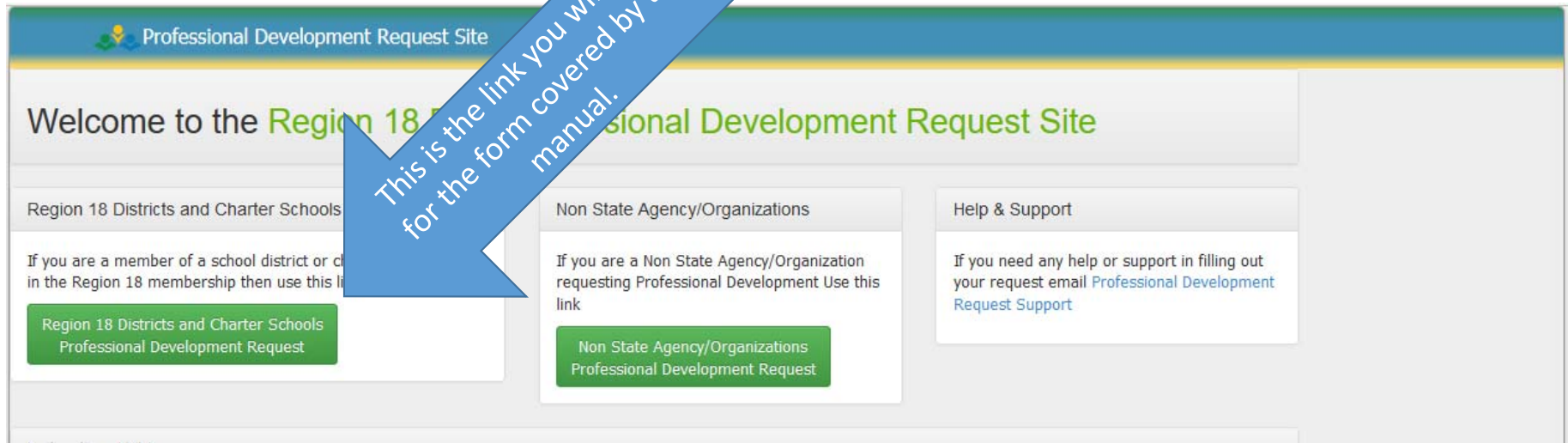


# Training Pamphlet for

Professional Development Request for Region 18 Districts

# Professional Development Request Home Page



Professional Development Request Site

Welcome to the **Region 18 Professional Development Request Site**

Region 18 Districts and Charter Schools

If you are a member of a school district or charter school in the Region 18 membership then use this link

[Region 18 Districts and Charter Schools Professional Development Request](#)

Non State Agency/Organizations

If you are a Non State Agency/Organization requesting Professional Development Use this link

[Non State Agency/Organizations Professional Development Request](#)

Help & Support

If you need any help or support in filling out your request email [Professional Development Request Support](#)

*This is the link you will click for the form covered by this manual.*

# The process

- The following instructions will take you section by section
- It is imperative that you follow the process completely as there are verification processes that take place when submitting the form to ensure all the data needed is present.

# Names and Locations

# BEFORE!!

Professional Development Request			
For questions, please e-mail or contact <a href="#">Linda Jolly</a> 432-561-4305			
* <b>Requestor:</b> <input type="text" value="Full Name of Requestor"/>	* <input type="radio"/> LEA <input type="radio"/> ESC <input type="radio"/> Other	<b>Request Date:</b> <input type="text" value="2017-10-02"/>	<i>Request should be made at least 6 weeks prior to desired date of presentation.</i>
* (Must choose one) <b>District:</b> <input type="text" value="ALPINE ISD&lt;br/&gt;ANDREWS ISD&lt;br/&gt;BALMORHEA ISD&lt;br/&gt;BIG SPRING ISD&lt;br/&gt;BUENA VISTA ISD"/>	* (Use Shift or Ctrl to multiselect) <input type="text" value="ALPINE ELEMENTARY&lt;br/&gt;ALPINE H S&lt;br/&gt;ALPINE MIDDLE"/>	<b>Campus(s):</b> <input type="text"/>	
* <b>Contact:</b> <input type="text" value="Full Name of Contact"/>	* <b>Phone #:</b> <input type="text"/>	* <b>Email Address:</b> <input type="text" value="Please enter only one en"/>	* <b>Position:</b> <input type="text" value="The Position of the Contact Person"/>

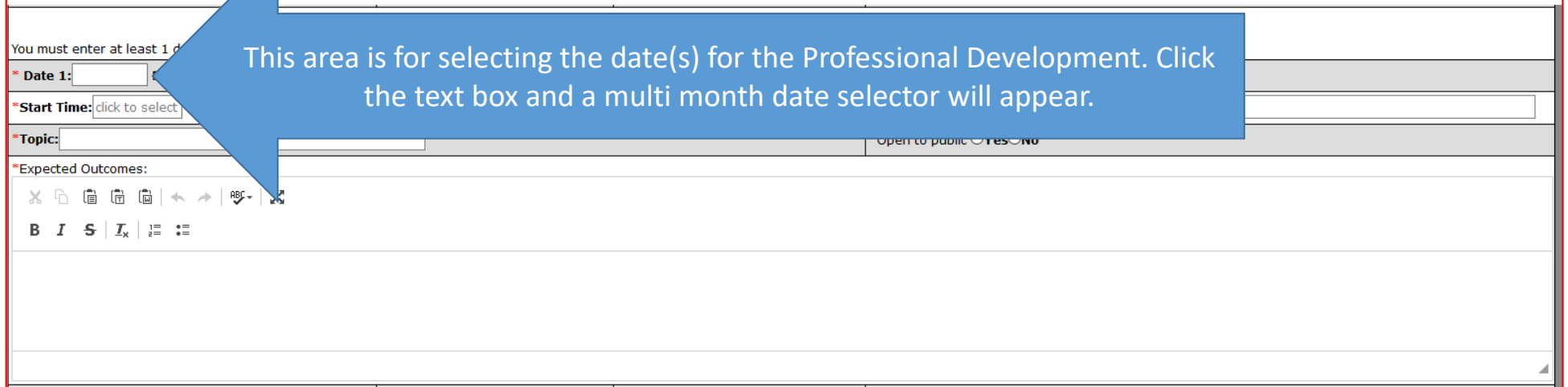
# Names and Locations

# AFTER!!

Professional Development Request			
For questions, please e-mail or contact <a href="#">Linda Jolly</a> 432-561-4305			
* <b>Requestor:</b> <input type="text" value="Name of Person Making Request"/>	* <input checked="" type="radio"/> LEA <input type="radio"/> ESC <input type="radio"/> Other	<b>Date of Request (Today, Cannot Be Changed):</b> <input type="text" value="2017-10-02"/> <i>Request should be made at least 6 weeks prior to desired date of presentation.</i>	
* (Must choose one) <b>District:</b> <input type="text" value="GRADY ISD"/> GRANDFALLS-ROYALTY ISD GREENWOOD ISD HARMONY SCIENCE ACADEMY (EL PASO) IRAAN-SHEFFIELD ISD		* (Use Shift or Ctrl to multiselect) <input type="text" value="GREENWOOD ELEMENTARY"/> GREENWOOD H S JAMES R BROOKS MIDDLE SCHOOL <b>Campus(s):</b>	
* <b>Contact:</b> <input type="text" value="Facilitator/Rep at LEA"/>	* <b>Phone #:</b> <input type="text" value="Facilitator/Rep phone"/>	* <b>Email Address:</b> <input type="text" value="Facilitator/Rep email"/>	* <b>Position:</b> <input type="text" value="Facilitator/Rep Position"/>

# Dates/Times of Request for Presentation(s)

# BEFORE!!



You must enter at least 1 d

\* **Date 1:**

\* **Start Time:**

\* **Topic:**   Open to public  Yes  No

\* **Expected Outcomes:**

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# Dates/Times of Request for Presentation(s)

**\* Date(s) of Presentation(s):**

You must enter at least 1 date

\* Date 1:  Date 2:  Date 3:  Date 4:  Date 5:  Date 6:

\* Start Time:  Session:

\* Topic:

\* Expected:

**B I**

\* Category:

Oct 2017    November 2017    December 2017    January 2018

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
1	2	3	4	5	6	7				1	2	3	4						1	2				1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31					
														31															

Today Done

# Dates/Times of Request for Presentation(s)

**\* Date(s) of Presentation(s):**

You must enter at least 1 date

**\* Date 1:** 2017-11-27 **Date 2:** 2017-11-28 **Date 3:** 2017-11-29

**\* Start Time:**

**\* Topic:**

**\* Expected Outcomes:**

body p

8 : 00 AM

Hour		Minutes			
AM	PM	00	05	10	15
1	2	3	4	5	6
7	8	9	10	11	12

Set

This area is for selecting the start time for the Professional Development. Click the text box and a time selector will appear.

**\* Date(s) of Presentation(s):**

You must enter at least 1 date

**\* Date 1:** 2017-11-27 **Date 2:** 2017-11-28 **Date 3:** 2017-11-29 **Date 4:** 2017-11-30

**\* Start Time:** 9:00 AM **\* End Time:**

**\* Topic:**

**\* Expected Outcomes:**

3 : 00 PM

Hour		Minutes			
AM	PM	00	05	10	15
1	2	3	4	5	6
7	8	9	10	11	12

Set

This area is for selecting the end time for the Professional Development. Click the text box and a time selector will appear.



## Dates/Times of Request for Presentation(s) continued

**\* Date(s) of Presentation(s):**


You must enter at least 1 date

\* **Date 1:** 2017-11-27 **Date 2:** 2017-11-28 **Date 3:** 2017-11-29 **Date 4:** 2017-11-30 **Date 5:**  **Date 6:**

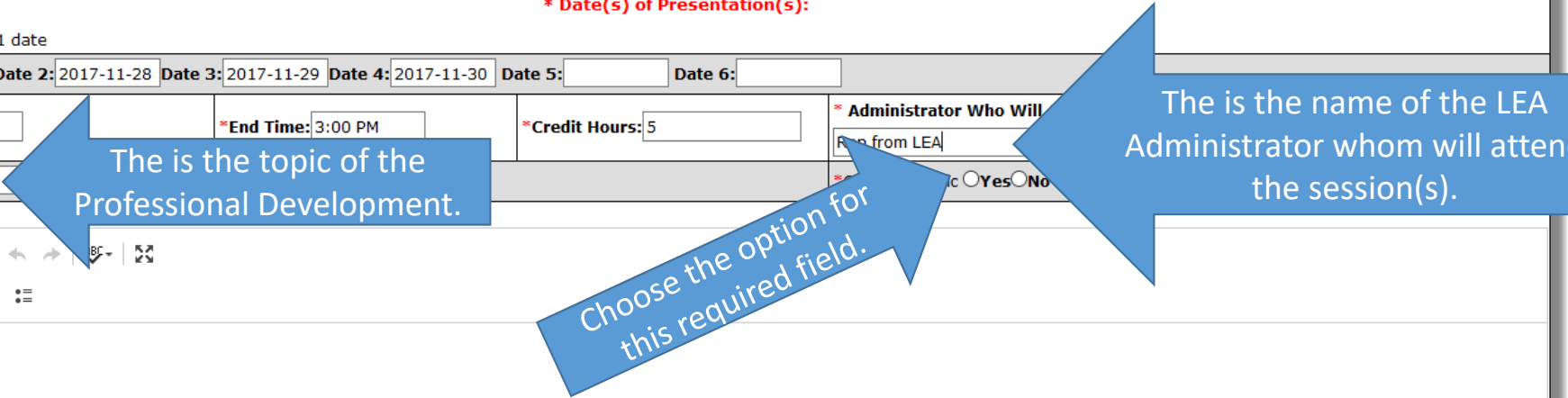
\* **Start Time:** 9:00 AM **\* End Time:** 3:00 PM **\* Credit Hours:** 5 **\* Administrator Who Will**

**Topic:**  **Req from LEA**  **Yes**  **No**

\* **Expected Outcomes:**




body p



# Dates/Times of Request for Presentation(s)

# AFTER!!

* Date(s) of Presentation(s):					
You must enter at least 1 date					
* Date 1:	2017-11-27	* Date 2:	2017-11-28	* Date 3:	2017-11-29
* Date 4:	2017-11-30	* Date 5:		* Date 6:	
* Start Time:	9:00 AM	* End Time:	3:00 PM	* Credit Hours:	5
* Topic:			STAAR Testing	* Administrator Who Will Attend This Session:	
				Rep from LEA	
				* Open to public <input checked="" type="radio"/> Yes <input type="radio"/> No	
* Expected Outcomes:					
					
<b>B I S</b>   <u>I<sub>x</sub></u>   <ul style="list-style-type: none"><li>☐</li><li>☐</li></ul>					
Comprehensive coverage of STARR Testing					
body p					

# Categories/Consultants/Audiences/Grades

# BEFORE!!



<p>*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Categories(s)</p> <ul style="list-style-type: none"><li>Administrators</li><li>Bilingual</li><li>Campus-based Professional Development</li><li>Counselors</li><li>Curriculum - General</li><li>Curriculum - Math</li><li>Curriculum - Reading</li><li>Curriculum - Science</li><li>Curriculum - Social Studies</li><li>Data Processing</li><li>District Professional Development</li><li>Early Childhood</li><li>Educators for Tomorrow</li><li>Exchange Days</li><li>Fine Arts</li></ul>	<p>*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Presenter(s)</p> <ul style="list-style-type: none"><li>Linda Jolly</li><li>Holly Roberts</li><li>Alicia Syverson</li><li>Becky Bilyeu</li><li>Chris Bryant</li><li>David Whigham</li><li>Elizabeth Garza</li><li>Indhira Salazar</li><li>Jamye Swinford</li><li>Jennifer Stone</li><li>Leslie Wilson</li><li>Patrick Shaffer</li><li>Andrea Martin</li><li>Donna Heiser</li></ul>	<p>* Audience(s):</p> <p>Please choose your Audience(s)</p> <ul style="list-style-type: none"><li>Parents</li><li>Community</li><li>Educators</li><li>Students</li></ul>	<p>*Grade Levels:( <input type="checkbox"/> Select All or select all that apply)</p> <p><input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th <input type="checkbox"/> Adult Ed.</p> <p><input type="checkbox"/> School Board <input type="checkbox"/> Principal <input type="checkbox"/> Superintendent <input type="checkbox"/> Central Office <input checked="" type="checkbox"/> Other</p>
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# Categories/Consultants/Audiences/Grades

# AFTER!!

<p>*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Categories(s)</p> <ul style="list-style-type: none"><li>Administrators</li><li>Bilingual</li><li>Campus-based Professional Development</li><li>Counselors</li><li>Curriculum - General</li><li><b>Curriculum - Math</b></li><li>Curriculum - Reading</li><li>Curriculum - Science</li><li>Curriculum - Social Studies</li><li>Data Processing</li><li>District Professional Development</li><li>Early Childhood</li><li>Educators for Tomorrow</li><li>Exchange Days</li><li>Fine Arts</li></ul>	<p>*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)</p> <ul style="list-style-type: none"><li>Amy Hoeslter</li><li><b>Angela Johnson</b></li><li>Becky Ramirez</li><li>Cheree Smith</li><li>Christel Applon</li><li>Donna Walker</li><li>Kylie Hankinson</li><li>Laura Adams</li><li>Mandy Hinojos</li><li>Martha Alexander</li><li>Michelle Rinehart</li><li>Tabitha Castillo</li><li>Karen Haynes</li><li>Krislyn Willmon</li><li>Laura Kile</li><li>Leanne Locklar</li></ul>	<p>* Audience(s):</p> <p>Please choose your Audience(s)</p> <ul style="list-style-type: none"><li>Parents</li><li>Community</li><li><b>Educators</b></li><li>Students</li></ul>	<p>*Grade Levels:( <input checked="" type="checkbox"/> Select All or select all that apply)</p> <p><input checked="" type="checkbox"/> Pre-K <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input checked="" type="checkbox"/> 4th <input checked="" type="checkbox"/> 5th <input checked="" type="checkbox"/> 6th <input checked="" type="checkbox"/> 7th <input checked="" type="checkbox"/> 8th <input checked="" type="checkbox"/> 9th <input checked="" type="checkbox"/> 10th <input checked="" type="checkbox"/> 11th <input checked="" type="checkbox"/> 12th</p> <p><input checked="" type="checkbox"/> Adult Ed. <input checked="" type="checkbox"/> School Board <input checked="" type="checkbox"/> Principal <input checked="" type="checkbox"/> Superintendent <input checked="" type="checkbox"/> Central Office <input type="checkbox"/> Other</p>
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# Number of Participants/Location/Special Conditions Notes

* <b>Number of Participants:</b> <input type="text"/>	<b>Location:</b> Address of location where
Special conditions/Requests:	Notes
 N/A	 N/A

The is the expected number of participants.



The is the address of the Professional Development location.

If there is a need for any special needs accommodations state them here.

Any other relative information that is needed to get the Professional Development set up such as print orders or other materials list them here..

# Number of Participants/Location/Special Conditions Notes

# AFTER!!

<b>* Number of Participants:</b> <input type="text" value="30"/>		<b>* Site Location:</b> <input type="text" value="Greenwood Auditorium"/>	
<b>Special conditions/Requests:</b>		<b>Notes :</b>	
 <b>B I S   I_x   ¶= :≡</b>		 <b>B I S   I_x   ¶= :≡</b>	
Need a sign language translator for a hearing impaired parent.		Need note type PowerPoint printout of presentation	
body p		body p	

How Related, arrangements and approval.

# BEFORE!!

How is this staff development related to your district/campus plan or other LEA/TEA initiative?



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 | [link](#) | [unlink](#) | [help](#)

N/A

body p

\* Have workshop arrangements been confirmed with ESC 18?  Yes  No

If yes, with whom?

\* Do you have your superintendent's approval?  Yes  No

In some instances, there will be a fee for staff development sessions.  
You will be notified before the date of the session as to the amount of the fee.  
A district purchase order will be required for those sessions requiring a fee.

Please enter a P.O. number if this request will have a fee. **Purchase Order Number**

[Submit Request](#) [Click here to submit your request.](#)

# Workshop arrangements-

If you select Yes.

You must enter the name of the person.

Otherwise you will get an error message

<p>* Have workshop arrangements been confirmed with ESC 18? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <ul style="list-style-type: none"><li>• If arrangements have been confirmed you must fill the "If yes, with whom" field in.</li></ul>	<p>If yes, with whom? <input type="text" value="TBD"/></p>
<p>* Do you have your superintendent's approval? <input type="radio"/> Yes <input type="radio"/> No</p> <ul style="list-style-type: none"><li>• Value is required and can't be empty</li></ul> <p>In some instances, there will be a fee for staff development sessions. You will be notified before the date of the session as to the amount of the fee. A district purchase order will be required for those sessions requiring a fee. Please enter a P.O. number if this request will have a fee. <b>Purchase Order Number</b> <input type="text" value="000000"/></p>	
<p><input type="button" value="Submit Request"/> <a href="#">Click here to submit your request.</a></p>	



# Workshop arrangements

# AFTER!!

\* Have workshop arrangements been confirmed with ESC 18?  Yes  No

If yes, with whom?

\* Do you have your superintendent's approval?  Yes  No

In some instances, there will be a fee for staff development sessions.

You will be notified before the date of the session as to the amount of the fee.

A district purchase order will be required for those sessions requiring a fee.

Please enter a P.O. number if this request will have a fee. **Purchase Order Number**

[Submit Request](#) Click here to submit your request.

# What errors look like --

Professional Development Request		
For questions, please e-mail or contact <a href="#">Linda Jolly</a> 432-561-4305		
* Requestor: <input type="text" value="Full Name of Requestor"/>	* <input type="radio"/> LEA <input type="radio"/> ESC <input type="radio"/> Other	Request Date: <input type="text" value="2017-09-29"/> <i>Request should be made at least 6 weeks prior to desired date of presentation.</i>
* (Must choose one) District: <div style="border: 1px solid red; padding: 2px;"><ul style="list-style-type: none"><li>ALPINE ISD</li><li>ANDREWS ISD</li><li>BALMORHEA ISD</li><li>BIG SPRING ISD</li><li>BUENA VISTA ISD</li></ul></div>	* (Use Shift or Ctrl to multiselect) Campus(s): <div style="border: 1px solid red; padding: 2px;"><ul style="list-style-type: none"><li>ALPINE ELEMENTARY</li><li>ALPINE H S</li><li>ALPINE MIDDLE</li></ul></div>	

If you do not select a District and Campuses and try to submit the form you will see the red boxes around the select boxes.

# What errors look like (continued)--

If you do not enter data into the text fields or select an option you will see the error message **“Value is required and can’t be empty”**

Professional Development Request			
For questions, please e-mail or contact <a href="#">Linda Jolly</a> 432-561-4305			
<p>* <b>Requestor:</b> <input type="text" value="Full Name of Requestor"/></p> <ul style="list-style-type: none"> <li>Value is required and can't be empty</li> </ul>	<p>* <input type="radio"/> LEA <input type="radio"/> ESC <input type="radio"/> Other</p> <ul style="list-style-type: none"> <li>Value is required and can't be empty</li> </ul>	<p><b>Request Date:</b> <input type="text" value="2017-09-29"/></p> <p><i>Request should be made at least 6 weeks prior to desired date of presentation.</i></p>	
<p>* (Must choose one) <b>District:</b> <input type="text" value="ALPINE ISD&lt;br/&gt;ANDREWS ISD&lt;br/&gt;BALMORHEA ISD&lt;br/&gt;BIG SPRING ISD&lt;br/&gt;BUENA VISTA ISD"/></p>	<p>* (Use Shift or Ctrl to multiselect)</p> <p><input type="text" value="BIG SPRING AEP&lt;br/&gt;BIG SPRING H S&lt;br/&gt;BIG SPRING INTERMEDIATE SCHOOL&lt;br/&gt;BIG SPRING JUNIOR HIGH&lt;br/&gt;GOLIAD ELEMENTARY"/></p> <p><b>Campus(s):</b> <input type="text" value="GOLIAD ELEMENTARY"/></p>		
<p>* <b>Contact:</b> <input type="text" value="Full Name of Contact"/></p> <ul style="list-style-type: none"> <li>Value is required and can't be empty</li> </ul>	<p>* <b>Phone #:</b> <input type="text"/></p> <ul style="list-style-type: none"> <li>Value is required and can't be empty</li> </ul>	<p>* <b>Email Address:</b> <input type="text" value="Please enter only one email address"/></p> <ul style="list-style-type: none"> <li>Value is required and can't be empty</li> </ul>	<p>* <b>Position:</b> <input type="text" value="The Position of the Contact Person"/></p> <ul style="list-style-type: none"> <li>Value is required and can't be empty</li> </ul>

# What errors look like (continued)--

If you do not enter data into the text fields or select an option you will see the error message “Value is required and can't be empty”

<b>* Date(s) of Presentation(s):</b>			
You must enter at least 1 date			
<b>* Date 1:</b> <input type="text"/> • Value is required and can't be empty			
<b>Date 2:</b> <input type="text"/> <b>Date 3:</b> <input type="text"/> <b>Date 4:</b> <input type="text"/> <b>Date 5:</b> <input type="text"/> <b>Date 6:</b> <input type="text"/>			
<b>*Start Time:</b> <input type="text" value="click to select"/> • Value is required and can't be empty	<b>*End Time:</b> <input type="text" value="click to select"/> • Value is required and can't be empty	<b>*Credit Hours:</b> <input type="text" value="Number of Credit H"/> • Value is required and can't be empty	<b>* Administrator Who Will Attend This Session:</b> <input type="text"/> • Value is required and can't be empty
<b>*Topic:</b> <input type="text"/> • Value is required and can't be empty			<b>*Open to public</b> <input type="radio"/> Yes <input type="radio"/> No • Value is required and can't be empty

# What errors look like (continued)--

If you do not enter data into the text fields or select an option you will see the error message “**Value is required and can't be empty**”

\*Expected Outcomes:



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- ☷

• Value is required and can't be empty

# What errors look like (continued)--

If you do not select an options you will see the error message “Value is required and can’t be empty”

<p>*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Categories(s) ^</p> <ul style="list-style-type: none"><li>Administrators</li><li>Bilingual</li><li>Campus-based Professional Development</li><li>Counselors</li><li>Curriculum - General</li><li>Curriculum - Math</li><li>Curriculum - Reading</li><li>Curriculum - Science</li><li>Curriculum - Social Studies</li><li>Data Processing</li><li>District Professional Development</li><li>Early Childhood</li><li>Educators for Tomorrow</li><li>Exchange Days</li><li>Fine Arts</li></ul> <p>• Value is required and can't be empty</p>	<p>*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Presenter(s) ^</p> <ul style="list-style-type: none"><li>Linda Jolly</li><li>Holly Roberts</li><li>Alicia Syverson</li><li>Becky Bilyeu</li><li>Chris Bryant</li><li>David Whigham</li><li>Elizabeth Garza</li><li>Indhira Salazar</li><li>Jamye Swinford</li><li>Jennifer Stone</li><li>Leslie Wilson</li><li>Patrick Shaffer</li><li>Andrea Martin</li><li>Donna Heiser</li></ul> <p>• Value is required and can't be empty</p>	<p>* Audience(s):</p> <p>Please choose your Audience(s) ^</p> <ul style="list-style-type: none"><li>Parents</li><li>Community</li><li>Educators</li><li>Students</li></ul> <p>• Value is required and can't be empty</p>	<p>*Grade Levels:( <input type="checkbox"/> Select All or select all that apply)</p> <p><input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th <input type="checkbox"/> Adult Ed.</p> <p><input type="checkbox"/> School Board <input type="checkbox"/> Principal <input type="checkbox"/> Superintendent <input type="checkbox"/> Central Office <input checked="" type="checkbox"/> Other</p>
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# Audience and Grade Level Error

If you do not select an options you will see the error message “Value is required and can’t be empty”

\*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)

Please choose your Categories(s)

- Administrators
- Bilingual
- Campus-based Professional Development
- Counselors
- Curriculum - General
- Curriculum - Math
- Curriculum - Reading
- Curriculum - Science
- Curriculum - Social Studies
- Data Processing
- District Professional Development
- Early Childhood
- Educators for Tomorrow
- Exchange Days
- Fine Arts

\*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)

- Jamye Swinford
- Jennifer Stone
- Leslie Wilson
- Patrick Shaffer
- Andrea Martin
- Donna Heiser
- Fred Martinez
- Larry Lee
- Margaret Lehr
- Sharon Moya
- Nicole Gabriel
- Jennifer Timme
- Robert Cedillo
- Amy Hoelscher
- Angeia Johnson

\* Audience(s):

Please choose your Audience(s)

- Parents
- Community
- Educators
- Students

\*Grade Levels:(  Select All or select all that apply)

Pre-K  K  1st  2nd  3rd  4th  5th  6th  7th  8th  9th  10th  11th

Adult Ed.  School Board  Principal  Superintendent

Other

• 2. You must select Grade Levels and uncheck Other if Parents and/or Community is selected.

If you select a Parents and/or Community you must uncheck Other in the Grade Levels section