

Building Leadership Teams & High Quality Teacher Training Requisition



Thank you for planning high quality training for your school team. We want to make the process as easy as possible. Please fill out the following form and save a copy to your computer. Then send a copy by email as an attachment to Rachel Jensen at jensenra@tfsd.org. Thank you!

If you have any questions about filling out this form, please call Rachel Jensen (208) 732-7504 or extension 1004.

School Information

Select you school

Requesters Name

Training Information

Training Start Date

Training End Date

Cost of Training

Training Length (Hours or Total Amount)

Teacher and Staff Names (Participants of meeting)

Explanation of Professional Development

Connectivity to Building CIP Tool

Administrator Signature & Date

Account Number