

Rice Consolidated ISD Procedures to Request Workshop Attendance:

- 1) Go to Rice Home Page www.ricecisd.org
- 2) Click on Employee Resources
- 3) Click on Staff Development Request
- 4) Click on your school
- 5) Complete the information
- 6) Click on Submit

The request will go to your principal. If your principal approves, the request will be sent to Linda Hagen. She will print out the request and give it to Mr. Hefner for his approval. If he approves the request, Linda Hagen will register you. She will send an e-mail to you indicating that she has registered you. Region III will also confirm your registration. If he does not approve, Mrs. Hagen will let you know.

During the school year: If there is a fee for the workshop, then complete the information and print it out. Highlight the completed form and paste to blank word document. Then print, and attach it to the completed PO. After your principal has signed the PO all needs to be sent to Linda Hagen via office mail. She will then give it to Mr. Hefner for approval. Next, she will notify you, etc.

For workshops at Region III during the summer: You will not need a campus PO#. All registrations for summer workshops will be paid by the district, using the same PO#.

If you have any questions, please do not hesitate to call Linda Hagen @ ext. 1036 or mail her at lhagen@ricecisd.org. She is in the district on Wednesdays.