

## High School Staff Development Process

\*\* While completing this process, be sure to make copies of all document for your own records.

1. Apply ONLINE Link to Application -- All required sections are starred.  
<https://bold.k12.mn.us/wp-content/uploads/2018/08/Staff-Development-Request.pdf>
2. Before completing your PO and other registration materials, please wait for approval from Staff Development Site Committee before notification.
3. Complete all required online ESS required requisitions--one per vendor. \*\*If you are completing the registrations online, please contact Joy Kosak for credit card information.
4. Please complete the lodging reservation. You need to reserve with your own credit card and then check with Joy Kosak regarding the school credit card for hotel payment.
5. Please complete Frontline (absence management).
6. Please check with office regarding your meeting for any questions that they may have.