

# Directions for the Avatar Guest Request Form

## **I. Procedure for identifying FEDERALLY FUNDED training activities hosted by the District School Board of Pasco County which are appropriate for Charter School Staff, Private School Staff, or other Guests to attend:**

**A.** The Research and Evaluation Department supplies Directors with a current list of private schools and the grant funds for which they are eligible to participate.

**B.** The Director identifies all training activities in their department that will be funded by the identified grant funds.

**C.** Each Director reviews the identified training activities with the Assistant Superintendent for Curriculum and Instructional Services to determine which are appropriate and which are not appropriate for charter school, private school, or other guest participation.

As an example: New School Retreats are created specifically for the employees moving to the new school and would, therefore, be inappropriate for all other participants.

**D.** Each Director meets with Component Coordinators who oversee training activities within their department that were identified as appropriate for charter schools, private schools, or other guests to notify them of their responsibilities.

**E.** When identified training activities are published into the Avatar catalog, Component Coordinators are responsible for sending notification to qualified Charter School and Private School Principals with information about the activity (such as the Training Expectation Form) and instructions on how their employees may register.

## **II. Instructions for registering Charter School Staff, Private School Staff, or Persons Not Currently Employed by any Pasco County School for training delivered through the District School Board of Pasco County:**

**A.** The potential participant (Charter School Employee, Private School Employee, or Person Not Currently Employed by any Pasco County School) contacts the training activity's contact person to verify eligibility for their attendance.

**B.** The contact person for the training activity completes an Avatar Guest Request Form.

**C.** The Component Coordinator signs the Avatar Guest Request Form giving approval for the participant to attend and then sends the form to the Staff Development Department.

**D.** The Staff Development Department creates a guest account in Avatar and registers the participant for the identified training activity.

**E.** Avatar sends an email to the participant confirming their seat in the activity.

**F.** Once the guest has been issued credit for completing the training activity, the guest record will be archived so that another guest can use the Avatar license.