

Lake Washington School District - Parent Training Fund Guidelines -

Lake Washington School District believes in the importance of providing training opportunities to district parents. Students, parents and the whole school community benefit when parents gain skills and knowledge through programs that support the educational experience. To support the district's commitment to provide continued training for parents, the following guidelines have been developed.

1. An allocation of \$1200 a year is available to Lake Washington School District PTSA's to provide training programs for parents. The funds are accessed through the district's Staff Development office. *If unused, the funds are not carried over.*
2. The funds may be used to support the cost of instructors, consultants and/or programs for parent training that supports the educational experience of students. The funds may not be used for student assemblies, books, materials, or babysitting services.
3. To access funds for a program, these procedures have been established.
Note: The district will directly pay the presenter based on information provided by the PTSA. A purchase order will be issued and sent to the vendor. Payment will be made upon completion of the program and receipt of an invoice from the vendor. The PTSA should not pay the presenter and then seek reimbursement.

- A minimum of ten days in advance of the scheduled program, the *Parent Training Program Plan* is to be submitted to Staff Development.

Please note: Plans submitted less than ten days in advance may not be approved.

- At the same time, a *Presenter's Information* form is to be completed and submitted with the Parent Training Program Plan. This form is not a substitute for an invoice.
- Once these two items are received in Staff Development, and the plan is approved, a purchase order will be initiated by Staff Development to pay the presenter.

Please note: LWSD certificated staff members who facilitate/instruct a program will be paid their hourly per diem rate. They are to complete a district time card which should be forwarded to Staff Development.

- Evaluations and a *Program Feedback* form will be sent via intra-district mail to the PTSA prior to the scheduled program date. Upon completion of the program, evaluations and the feedback form are to be sent to Staff Development. Receipt of these items will prompt a verification for payment of the purchase order directly to the presenter.

If you have questions regarding parent training funds,
please contact [Regina Maloney](#) by e-mail or phone (425) 702-3242.

Parent Training Program Plan

Name of School: _____

Date/Time of Program: _____

Name of Program: _____

Name of Facilitator(s): _____

Cost: _____

Anticipated Number Of Participants: _____

Goals of Program: _____

Expected Outcomes: _____

Plan for Evaluation: _____

Names/Signatures Required

PTSA President: _____

Print name please: _____ Signature: _____

E-mail: _____ Date: _____ Phone: _____

Building Principal: _____ Date: _____

District Staff Development Coordinator: _____ Date: _____

Parent training funds are available to provide training to parents by supporting the cost of instructors, consultants and/or programs. This **does not include**: student assemblies, books, materials or babysitting services.

Presenter's Information Form

Please sign and return this form with the Parent Training Plan to Staff Development.
A purchase order will be initiated from this information, and sent to the presenter.
Payment will be made upon completion of course and receipt of invoice.

School: _____

Program Title: _____

Date(s) Offered: _____

Presenter's...

Business ID# or SS#: _____

Name: _____
(or Company name)

Address: _____
(Street/PO Box)

(City/State) (Zip Code)

Phone: _____
(office) (cell)

Fee agreed upon: \$ _____

Please note: LWSD certificated staff members who facilitate/instruct a program will be paid their hourly per diem rate. They are to complete a district time card which should be forwarded to Staff Development.

Names/Signatures Required

PTSA President: _____

Print name please: _____ Signature: _____

E-mail: _____ Date: _____ Phone: _____

Building Principal: _____ Date: _____

For Staff Development Use Only

Purchase Order #: _____ Date Initiated: _____