

There have been many requests for USAC to provide guidance with respect to what information should be included as evidence of technology training. Below is a suggested example of information that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.

Technology Training: Calendar List of Training Sessions for 2006-2007

Date	Type of Training	Location	Time
August 1, 2006	Integrating spreadsheets in math instruction	District training room	3-5pm
August 2, 2006	Integrating spreadsheets in science instruction	District training room	1-4pm
August 2, 2006	Student information system for new teachers	Green High School writing lab	1-3pm
August 2, 2006	Spreadsheets for power users	Green High School math lab	9-4pm
August 3, 2006	Desktop publishing crash course	District training room	9-5pm
August 3, 2006	Student information system for new administrators	Green High School writing lab	1-4pm
August 5, 2006	Student information system for new teachers	Green High School writing lab	1-3pm
August 4, 2006	Using PDAs in the elementary writing curriculum	Red Elementary school	1-3pm
August 5, 2006	Creating podcasts	Red Elementary school	9-11am
November 1, 2006	MS Access for beginners	District training room	9-4pm

For more information on Technology Planning and Professional Development, refer to the USAC website at: [Step 2: Develop a Technology Plan - Applicants - Schools and Libraries - USAC](#) or <http://www.universalservice.org/sl/applicants/step02/technology-planning/>

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Technology Training: Sign-In Sheet

Session: Integrating spreadsheets in elementary math instruction

Date: August 2, 2007

Instructor(s): Melissa Jones

Time: 1:00 pm – 4:00 pm

Location: District training room

Name	Signature	School
Elisabeth Correy	<i>Elisabeth Correy</i>	Red Elementary
Jennifer Seeger	<i>Jennifer Seeger</i>	Red Elementary
Jack Stebbins	<i>Jack Stebbins</i>	Green High School
Cyrus Jenkins	<i>Cyrus Jenkins</i>	Green High School
Harry Wilkes	<i>Harry Wilkes</i>	Red Elementary

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