

HSD Operational Links - Updated 07.16.24
(For HSD Staff Use Only)



1. **Bus Trip Request for Coaches and Employees**
■ **TRANSPORTATION REQUEST.pdf**
2. **Sub Route/Activity Transportation Form**
<https://forms.gle/LrN8Ge9bqmYB5uu27>
3. **HSD Internal Requisition/Travel Reimbursement Spreadsheet**
[HSD Internal District Requisition/Travel Reimbursement](#)
 - Submit requisition to the District (Business) Office
4. **HSD Purchasing Procedures**
<https://docs.google.com/document/d/1aJ4M5VHJjINsMDFsDIHFDtdVeubrGS-nLqDxdIGAdVE/view?usp=sharing>
 - Submit invoices to hsdinvoices@hollandalesd.org
5. **HSD Payroll Calendar 2024-2025**
https://drive.google.com/file/d/1dWyH8y9lQQfFaJ2FqaBeokMCZV3OyXj4/view?usp=drive_link
6. **2024-2025 Professional Development Evaluation**
<https://forms.gle/euLX8apuPZ5bGt2S7>
7. **Travel Request Form (Professional Development)**
<https://forms.gle/NLPnnGgbk2q45vEA8>
 - [Travel Request Procedures](#) (please read before submitting request)
8. **Revised Travel Checklist (January 2024)**
<https://docs.google.com/document/d/1oEfdhQqy2vFg7VLOCqDeQ-tjc6xGAjFcbvqF8a0RPnA/copy?usp=sharing>
 - [Travel Request Procedures](#) (please read before submitting the request)
9. **Building/Facility Use Form (must secure approval before submission)**
<https://drive.google.com/file/d/1OQETrPn7pz86a7mgvDtiLvQCVBgxZFE3/copy?usp=sharing>
 - Submit this document to the District Office
10. **Field Trip Procedures-Policy EDA**
<https://docs.google.com/document/d/1TCkzx5flHYP0YKLBUTgzisio8LMc6nVrU2keKzIsoOA/edit?usp=sharing>
 - Submit one compiled document (including all attachments) to the District Office
11. **Board Request Cover Sheet**
<https://docs.google.com/spreadsheets/d/12KvyMG0Vkr6rs8-MFCBv23NI5HWFip8uUjID9afW5fl/copy?usp=sharing>

12. Vacation Request Form

https://drive.google.com/file/d/1PucdX704vqsREradPgFaoi209lgThsyA/view?usp=share_link

13. Fundraising Procedures

[HSD Fundraising Policy and Procedures](#)

[HSD Fundraising Activity Form](#)

14. Fixed Asset Forms (Inventory)

- [Asset Form A:](#) Asset Reporting Form (New items to add to inventory)
- [Asset Form B:](#) Asset Transfer Reporting Form (Relocate items from one location to another)
- [Asset Form C:](#) Asset Disposal Form (Request to remove broken or outdated asset from inventory)
- [Asset Form D:](#) Donation/Other Acquisitions Reporting Form (Add donated items to fixed asset inventory)
- [Asset Form F:](#) Fixed Asset Check-out Forms (Hand-receipt items that are checked out of their assigned location by an employee)

16. [Incident Report Form](#)-Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or student behavior incidents. A report should be completed within 24 hours of the event.

(Complete for ALL staff and visitor incidents)

- **Email this form to hsdpersonnel@hollandalesd.org**

17. [Student Accident Report](#) (requiring medical attention)- Ameritas Life Insurance Corporations.

18. [Student Incident Report](#)- please use this form to report all student incidents that occur on campus.

19. **Worker's Compensation** Please complete the following forms and submit them to your immediate supervisor to complete a claim for workers' compensation. This must be completed within the first 24 hours of the incident.

- [First Injury Report](#)
- [Injury Statement](#)

20. Family Medical Leave (Policy GBRIA)

- [Policy](#)
- [Brochure](#)
- [Employee Request](#)
- [Donated Leave Request](#)
- [FMLA Certification](#)