



1. Bus Trip Request for Coaches and Employees  
<https://forms.gle/Q1TAqPS072WXtDD4A>
2. Sub Route/Activity Transportation Form  
<https://goo.gl/forms/KJwl3BRC8FA4GBY33>
3. Transportation Payroll Timesheet Excel  
<https://docs.google.com/spreadsheets/d/1akHh2COOddyRcGu0bnt4vEMNONhvx6CiotlB8y2-4FM/edit?usp=sharing>
4. HSD Internal Requisition/Travel Reimbursement Spreadsheet  
[HSD Internal District Requisition/Travel Reimbursement](#)
  - Submit requisition to [hsdrequisitions@hollandalesd.org](mailto:hsdrequisitions@hollandalesd.org)
5. HSD Purchasing Procedures  
<https://docs.google.com/document/d/1aJ4M5VHJjINsMDFsDIHFDtdVeubrGS-nLqDxdIGAdVE/view?usp=sharing>
  - Submit invoices to [hsdinvoices@hollandalesd.org](mailto:hsdinvoices@hollandalesd.org)
6. HSD Payroll Calendar 2023-2024  
[https://drive.google.com/file/d/1qLSoGxb968Tkk33yzJ\\_oQRwi8gzk-owe/view?usp=drive\\_link](https://drive.google.com/file/d/1qLSoGxb968Tkk33yzJ_oQRwi8gzk-owe/view?usp=drive_link)
7. 2023-2024 Professional Development Evaluation  
<https://forms.gle/euLX8apuPZ5bGt2S7>
8. Travel Request Form (Professional Development)  
<https://forms.gle/NLPnnGgbk2q45vEA8>
  - [Travel Request Procedures](#) (please read before submitting request)
9. Revised Travel Checklist (January 2023)  
<https://docs.google.com/document/d/1oEfdhQqy2vFg7VLOCqDeQ-tjc6xGAjFcbvqF8a0RPnA/copy?usp=sharing>
  - [Travel Request Procedures](#) (please read before submitting request)
10. Building/Facility Use Form (must secure approval before submission)  
<https://drive.google.com/file/d/1OQETrPn7pz86a7mgvDtiLvQCVBgxZFE3/view?usp=sharing>
  - Submit this document to [hsdevents@hollandalesd.org](mailto:hsdevents@hollandalesd.org)
11. Field Trip Procedures-Policy EDA  
<https://docs.google.com/document/d/1TCkzx5flHYP0YKLBUTgzisio8LMc6nVrU2keKzIsoOA/edit?usp=sharing>
  - Submit one compiled document (including all attachments) to [hsdevents@hollandalesd.org](mailto:hsdevents@hollandalesd.org)

**12. Board Request Cover Sheet**

<https://docs.google.com/spreadsheets/d/12KvyMG0Vkr6rs8-MFCBv23NI5HWFlp8uUjID9afW5fl/copy?usp=sharing>

**13. Vacation Request Form**

[https://drive.google.com/file/d/1PucdX704vqsREradPgFaoi209lgThsyA/view?usp=share\\_link](https://drive.google.com/file/d/1PucdX704vqsREradPgFaoi209lgThsyA/view?usp=share_link)

**14. Fundraising Procedures**

[HSD Fundraising Policy and Procedures](#)  
[HSD Fundraising Activity Form](#)

**15. 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 its 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. If possible, 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](mailto: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 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](#)