



1. Bus Trip Request for Coaches and Employees
<https://forms.gle/Q1TAqPSo72WXtDD4A>
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
5. HSD Purchasing Procedures
<https://docs.google.com/document/d/1aJ4M5VHJjINsMDFsDIHFDtdVeubrGS-nLqDxdIGAdVE/view?usp=sharing>
 - Submit invoices to hsdinvoices@hollandalesd.org
6. HSD Payroll Calendar 2022-2023
https://docs.google.com/spreadsheets/d/1zyGk4HMcyXFA3VjQLh2W1xLq9BbiBPdHBDc3_nNds/edit?usp=sharing
7. 2022 District Office Time Off Request
<https://forms.gle/2J37zpKY1LHS6mac7>
8. 2022 Simmons Jr. Sr. High School Time Off Request
<https://forms.gle/MPshGPWEoVmC6Zbn9>
9. 2022 T.R. Sanders Elementary School Time Off Request
<https://forms.gle/aS5Q5RUVdN2eUhXy8>
10. 2022-2023 Professional Development Evaluation
<https://forms.gle/euLX8apuPZ5bGt2S7>
11. Travel Request Form (Professional Development)
<https://forms.gle/NLPnnGgbk2q45vEA8>
 - [Travel Request Procedures](#) (please read before submitting request)
12. Revised Travel Checklist (June 22, 2021)
<https://docs.google.com/document/d/1oEfdhQqy2vFg7VLOCqDeQ-tjc6xGAjFcbvqF8a0RPnA/edit?usp=sharing>
 - [Travel Request Procedures](#) (please read before submitting request)

13. Building/Facility Use Form (must secure approval before submission)

<https://drive.google.com/file/d/1las8TT8OEYULlyq1GzMjrmZxnlevdJsY/copy?usp=sharing>

- Submit this document to dcrowley@hollandalesd.org

14. Field Trip Procedures-Policy EDA

<https://docs.google.com/document/d/1TCkzx5flHYP0YKLBUTgzisio8LMc6nVrU2keKzIsoOA/edit?usp=sharing>

- Submit one compiled document (including all attachments) to cmking@hollandalesd.org

15. Board Request Cover Sheet

https://docs.google.com/spreadsheets/d/1zqJ7JYKAqZ2o62pdYLuy5_AzO1WuMbeBnx-D5GHqxQw/copy?usp=sharing

16. Vacation Request Form

<https://docs.google.com/document/u/1/d/19990UhTOEhppoUVImPOvjbXqkNuWztqD/copy>

17. Fundraising Procedures

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

18. Board Request Coversheet

https://docs.google.com/spreadsheets/d/1zqJ7JYKAqZ2o62pdYLuy5_AzO1WuMbeBnx-D5GHqxQw/copy?usp=sharing

19. 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)

21. 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

22. Student Accident Report (requiring medical attention)- Ameritas Life Insurance Corporations.

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

24. **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 first 24 hours of the incident.

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