

Procedure for Requesting Use of Woodlawn Technology Center

1. Open the Woodlawn Technology Center Calendar in the public folder section of Outlook to determine if the dates you are requesting the center for are available.
2. Contact Tracy Standhart or Diane Allegro via email to request the WTC space. Include the dates, times and reason for your request. Tracy or Diane will put your information on the calendar and send you a Building Use form if needed.
3. If you are requesting the WTC for a workshop starting after 3pm, complete the building use form and send it to Barb Coffey, Principal at Woodlawn, for her approval and to be forwarded to the facilities office.
4. The workshop contact person will be sure each participant receives the information outlines in the WTC Workshop Participant Information Sheet.

If you are using the WTC for a workshop listed in PD Express, it is the presenter's responsibility to email the participant information sheet to Ellen Frederick. Ask her to include this in the notes as part of the automatic response/reminder to all participants.

If you are using the WTC for a Model Schools workshop, you must send each participant the Participant Information Sheet via email.

Workshops hosted by district administrators and coordinators will disseminate this information to their participants. Gary Putman agreed to pass this information to all the coordinators.

Workshops hosted by Models Schools Instructors or other PD Instructors will send each participant a copy of the procedures.

5. The workshop contact person/presenter will be responsible for participant entrance and sign in when no one is available from the building to do this.
6. A sign will be posted on the window of the main entrance to Woodlawn indicating entrance procedures.