

Workshop/Session Entry Tool

Refer to Administrative See Workshop Submit Form to Give Approved Form **Procedures** as you are Registrar to Coordinator & to designated completing the Workshop/ Reserve room Assistant Director Workshop Registrar Session Entry Tool. for Signatures Meeting Online Course HS Check all that apply: Workshop Workshop# **Duplicate Workshop: Yes** No **Previous Workshop#: Duplicate Session: Yes** Previous Session#: No Workshop Short Title(20 characters max): Workshop Long Title(80 characters max): Fee: \$0.00 Capacity (#): Duration (# of hrs): Credit Type: Description: **Expected Outcomes:** PDAS (Domains and Objectives): Check all that apply **Domain I: Successful Student Participation in the Learning Process** Domain III: Evaluation and Feedback on Student Progress Students actively involved in learning Progress monitored and assessed Students successful in learning Assessment aligned with goals and strategies Behaviors indicate learning is at high cognitive level Assessment appropriate to varied characteristics of students Students self-directed/self initiated appropriate to objectives Learning reinforced Students connecting learning to life applications/work Students receive specific constructive feedback **Domain II: Learner Centered Instruction** Provides opportunities for relearning and re-evaluation Objectives and goals include skills/themes/concepts Domain IV: Management of Student Discipline, Instructional Content is learner centered Strategies, Time/Materials Strategies promote critical thinking Teacher helps develop and implements discipline Strategies motivate students for active engagement in management learning Classroom environment promotes self-discipline Strategies aligned: objectives/activities/learning, etc Teacher behaves equitably with all students Teacher varies activities and maintains pacing/sequencing Teacher specifies expectations for behavior Emphasis on value and importance of material Teacher re-directs inappropriate behavior Teacher uses appropriate questions and inquiry techniques Teacher reinforces desired behavior Teacher uses appropriate technology as part of instruction Instructional materials acknowledge student characteristics **Domain V: Professional Communication** Teacher manages time and materials efficiently Teacher uses accurate written communication with students Teacher uses appropriate verbal/non verbal com with Domain VIII: Academic Improvement of All Students (AEIS) Teacher participates in aligning instruction students Teacher participates in analyzing TAKS data Teacher encourages students having difficulty Teacher coordinates instruction to ensure appropriate Teacher uses accurate communication with parents, staff,

Created: 3/7/11 Reviewed: 10/22/15 Revised 10/22/15

Teacher interactions are etc. Domain VII: Compliance: Policie Requirements Teacher collaborates with requests. Teacher complies verbal and the second secon	n policies, procedures, legal	sequence Teacher collaborates with colleagues in/out of discipline Teacher gives feedback on TAKS related objectives Teacher monitors attendance Teacher collaborates with/ colleagues meet needs/at risk students Teacher meets with parents of students who are failing Teacher participates in programs to modify/adapt materials Teacher contributes to improve overall school rating (TAKS)			
PSS(for principals only):	Subject(click link):	Audience(click link):			
T-T	ESS		T-PESS		
1.1-Standards and Alignm			1a-Rigorous/aligned curriculum and assessment		
1.2-Data and Assessment 1.3-Knowledge of Studen		1b-Effective instructional practices 1c-Data-driven instruction/interventions			
1.4-Activities		1d-Maximize learning for			
2.1-Achieving Expectation	ns	2a-Targeted selection, placement, retention			
2.2-Content knowledge a	nd expertise	2b-Tailored development, feedback, coaching			
2.3-Communication		2c-Staff collaboration and			
2.4-Differentiation		2d-Systematic evaluation and supervision			
2.5-Monitor and adjust 3.1-Classroom environme	ent routines procedures	3a-Resiliency and change management 3b-Commitment to ongoing learning			
3.2-Managing student be		3c-Communication and interpersonal skills			
3.3-Classroom culture		3d-Ethical behavior			
4.1-Professional demean	or and ethics	4a-Shared vision of high achievement			
4.2-Goal setting		4b-Culture of high expectations			
4.3-Professional Develop		4c-Intentional family/community engagement			
4.4-School Community In	volvement	4d-Safe school environment 4e-Discipline			
		5a-Strategic planning			
		5b-Maximized learning ti	me		
		5c-Tactical resource management			
		5d-Policy implementation and advocacy			
Session#:	City:	Location(room):	Working lunch: Yes		
Start date:	Start time:	End date:	No End time:		
Print Certificates:	Waitlist Allowed:	Online Certificates:	Evals req for certificate:		
Print confirmation:	Coop Only:	Online Evals:	Publish on Web:		
Revenue Code: 000000000 Fee: \$100.00 \$0-Office Staff Meeting			nd of the month for online courses)		
		End Date:			
		End Time:			
Contact for information:		Registrar:			
Specialist/Consultant (Name):		Presenter(s)/Title(s)/Credentials:			
Message		Coop Information			
Please circle if this will apply and/o		Head Start/ EHS (ex. Teache	ers/ Districts/ Teaching assts)		
for Head Start/Early Head Start teachers/teaching assistants only.		Region 7 Staff Coop (ex. ESC7 Staff)			

Fund(ex807161101): 205/HS		Org.(ex.20 <u>s</u> 807/HS 808/HS	205 161101): 823/EHS 824/EHS		Obj.(ex.20580716): 1107(Families/School Pers.) 1109(School Readiness) 6106(Staff training)	
Expenses		Account			Amount	
Books or manuals						
Equipment/materials						
License Fees						
Location Rental						
Meals Total:						
Total.			Validation Mana than		son he selected	
1 Auticle: The New	Disital La		Validation-More than	1 one	1	
1 Article: The New	_				Grant Requireme	nent System-Internal
2 Article: The New Learning Standards 3 Article: Assessments for Learning				Statewide Initiati		
				+		atory Requirement
4 Article: Accountability for Learning 5 Article: Organizational Transformation			z3 Strand: Response to Intervention			
Customer Request (may only be used in co				Other Governme		
Other ESCs		the other strands)	- - - - - - - - - -			
			with required signatures			
TEA			Room Info		Extended Learnin	1g
			Koom ini	orma	uon	
Equipment required		Laptop Hatch loaded laptop Apple TV Mobile lab(choose: Dell iPad)				
Room Arrangeme	nt		Meal Service Setup Display Table] [†]	-shape table set up Lecture w/chairs	Group Classroom U-shape table set up
Room rental budget cod	le		HS EHS			
Session Status?			Open Closed			
Room tied to session?			Yes No		No	
Special Requests:	Mac Mol	not required bile Lab 1 free standing	checkout laptop Mac Mobile Lab Meal will be pro	2	supply boxe Smartboard	
Created by: Coordinator:			Date:			
Assistant Director:			 Date:			

Created:3/7/11 Reviewed: 10/22/15 Revised 10/22/15