



Dear Colleagues,

The District Preschool In-service Day is just around the corner and I wanted to take this opportunity to share some additional details and a few reminders with you. The focus of this year's District in-service is on *Differentiation Through Standards-Based Instruction*. We are, once again, offering this professional development by subject area, at a variety of locations throughout the District, on Thursday, August 20th from 8:30 a.m. – 3:30 p.m. (Thank you to our colleagues who have graciously offered to host our secondary teachers.) **Please review the Preschool Training Schedule as teachers will need to locate the site for their training scheduled for Thursday, August 20th.*

We will be using our electronic check-in system for the upcoming Secondary Preschool sessions on August 20th. I wanted to provide you with some information about the process and the assistance we will need from you and your staff, if you are a host site, to help ensure a smooth registration process for our teachers.

- Employees may use their phone, iPad, or personal computer to complete their registration.
- Due to the large number of participants at the Secondary Preschool sites, there will need to be a computer lab and/or mobile lab set-up and available on Wednesday, August 20th, in the morning and afternoon, in a central location for participants to use, if you are a District Inservice site.
- We will have District staff at each Secondary Content Preschool training location to assist with the check-in process and facilitating trainer needs. They will provide copies of the blank sign-in sheets for new employees, as well as a document with the instructions for registering using a personal device and the Pass Key for each check-in period.
- There will be two check-in sessions – the morning session will be available from 7:00 a.m. to 9:30 a.m., and the afternoon session will be from 2:45 p.m. to 4:00 p.m.

A course evaluation will need to be completed in order to receive in-service credit. An e-mail will be sent from PeopleSoft notifications once the evaluation is available.

We appreciate your support of the electronic sign-in process, and we are confident that teachers will appreciate the quick registration and turnaround time for receiving their Preschool training in-service credit.

Please contact us if you have any questions or need additional details. Thank you for all that you do in support of teachers' professional development needs.