


HSD Operational Links - Updated 02.30.26  
(For HSD Staff Use Only)



1. Sub Route/Activity Transportation Form  
<https://goo.gl/forms/KJwI3BRC8FA4GBy33>
2. HSD Internal Requisition/Travel Reimbursement Spreadsheet  
[HSD Internal District Requisition/Travel Reimbursement](#)
  - Submit requisition to the District (Business) Office
3. HSD Purchasing Procedures -  
<https://docs.google.com/document/d/1QA2ksN4NR76UhRrRWalynxNZJXpukUcMxKQvEYAVdlc/edit?usp=sharing>
  - Vendors should submit invoices to [hdsinvoices@hollandalesd.org](mailto:hdsinvoices@hollandalesd.org)
4. HSD Payroll Calendar 2025-2026  
 BOARD APPROVED 5.7.25 2025-2026 HSD Payroll Calendar.pdf
5. 2025-2026 Professional Development Evaluation  
<https://forms.gle/euLX8apuPZ5bGt2S7>
6. [Request to Attend Training/Event Form](#) (*Must Be Completed & Approved Prior to the Submission of Any Other Travel Forms*)
  - [Travel Request Procedures](#)
7. [Revised Travel Checklist](#) (September 2025)
  - [Travel Request Procedures](#) (please read before submitting the request)
8. Building/Facility Use Form (must secure approval before submission)  
<https://drive.google.com/file/d/1mclm17XFJU9T82X2GGILi7cCNy6KeqRq/view?usp=sharing>
  - Submit this document to your supervisor
9. Field Trip Procedures-Policy EDA  
[Bus Request](#)  
[Field Trip Request](#)
  - [Field Trip Request Procedures](#)
10. Vacation Request Form  
[Must be submitted and approved four weeks prior to requested days.](#)
11. Fundraising Procedures  
[HSD Fundraising Policy and Procedures](#)  
[HSD Fundraising Activity Form](#)

## 12. 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- [Asset Form C](#): Asset Disposal Form (Request to remove broken or outdated asset from [ASSET REPORTING FORM A.pdf](#) inventory)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 their 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. **Worker's Compensation** Please complete the following forms and submit them 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](#)

## 19. Family Medical Leave (Policy GBRIA)

- [Policy](#)
- [Brochure](#)
- [Employee Request](#)
- [Donated Leave Request](#)
- [FMLA Certification](#)