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HSD Operational Links - Updated 11.05.26
(For HSD Staff Use Only)

1. **Sub Route/Activity Transportation Form**
   https://goo.gl/forms/KJwl3BRC8FA4GBy33

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/1QA2ksN4NR76UhRrRWalynxNZJXpukUcMxKQvEYAVdIc/edit?usp=sharing
   - **Vendors should submit invoices to hsdinvoices@hollandalesd.org**

4. **HSD Payroll Calendar 2026-2027**

5. **2026-2027 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**

8. **Building/Facility Use Form (must secure approval before submission)**
   - **Submit this document to your supervisor**

9. **Field Trip Procedures-Policy EDA**
   Bus Request
   Field Trip Request
   - **Submit one compiled document (including all attachments) to ymoore@hollanalesd.org**

10. **Vacation Request Form**

11. **Overtime Request Form**

12. **Reprimand / Disciplinary Action Form**

13. **Staff Recommendation Forms**

14. **Donation Form**

This document is not FINAL. Links and forms will be updated as needed.

15. **Fundraising Procedures**
    HSD Fundraising Policy and Procedures
    HSD Fundraising Activity Form

16. **Fixed Asset Forms (Inventory)**
    - **Asset Form A:** Asset Reporting Form (New items to add to inventory)
    - **Asset Form B:** Asset Transfer Reporting From (Relocate items from one location to another)
    - **Asset Form C:** Asset Disposal Form (Request to remove broken or outdated asset fromASSET REPORTING FORM A.pdf inventory)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***

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