

Oklahoma State Department of Education  
**SCHOOL BOARD MEMBER WORKSHOP**  
**Request for Approval**

Organization (or school district) sponsoring workshop:

Email address:

Contact person for workshop:

Phone:

Mailing address:

Name of workshop:

Place/address of workshop:

Date(s) workshop will be held:

Time(s) workshop will be held:

Registration fee:

To be approved by the State department of Education for Board Member instruction as outlined in Title 70 O.S. 5-110, training providers must elect training sessions that align with the following areas. Please submit for each session separately and include course outline.

Mark Training	<b>NEW/INCUMBENT School Board Member Training</b>	Hour (s)
	School Finance	
	Legal Issues	
	a) Employment	
	b) Due Process	
	c) New Laws	
	d) The Oklahoma Open Records Act and Open Meeting Act	
	e) Other (specify)	
	Duties and Responsibilities	
	a) Special Education	
	b) Ethics of District Board of Education Members	
	c) Other (specify)	

\*Please note the following: Board Members will elect a combination of 12 hours of training in the following areas. Three hours of instruction must include 1 hour in school finance, 1 hour in Oklahoma Open Records Act and the Oklahoma Open Meeting Act and 1 hour in ethics. The remaining 9 hours can be in any combination of hours if the topic is listed above.

**PROPOSED WORKSHOP AGENDA MUST ACCOMPANY THIS REQUEST**

**Email to:** [sde.accreditation@sde.ok.gov](mailto:sde.accreditation@sde.ok.gov)

FOR OKLAHOMA STATE DEPARTMENT OF EDUCATION USE ONLY	
<p><b>WORKSHOP APPROVED FOR</b></p>	<p><input type="checkbox"/> New/Incumbent School Board Member Training  <input type="checkbox"/> Continuing Education Training</p>
<p>_____</p> <p>Authorized Signature</p>	<p>_____</p> <p>Date</p>
<p>Approved from ____/____/____</p>	<p>Through ____/____/____</p>