

Secretary and Office Staff Training 2016-2017

w/ Alternative Language Services



The Alternative Language Services (ALS) Department is providing a training for secretaries and all office staff who work with English learners and other students who are eligible for services through ALS. The training will cover the identification process and procedures for each population, as well as other relevant information needed to help schools provide support for these students and help keep schools in compliance with state and federal laws.

What	Date	Time	Course	Section	Where	Rm #
Secretary and Office Staff Training	7/11/2016	9am-11:30am 11am-12:30pm 1pm-2:30pm	101090	114600 114601 114602	ASB	Computer Lab
Secretary and Office Staff Training	8/10/2016	9am-11:30am 11am-12:30pm 1pm-2:30pm	101090	114603 114604 114605	ASB	Computer Lab
Secretary and Office Staff Training	10/11/2016	9am-11:30am 11am-12:30pm 1pm-2:30pm	101090	114606 114607 114608	ASB	Computer Lab