

**IB Teacher Training Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Name (as it is on FCPS pay stub):  FCPS ID number:  Date of Birth:  Home telephone number:  Cell phone number:  Emergency contact name:  Emergency contact cell phone number:  Home address: | | | |
| IB Subject | Date Checklist Began | Dates of IB TTW | |
| Folder item | | Status | Date |
| 1. FCPS Online request | | Delivered |  |
| Received |  |
| 1. Purchase Order for Conference Registration | | Delivered |  |
| Received |  |
| 1. Conference Registration | | Sent |  |
| IB Confirmed |  |
| 1. Purchase Order for Hotel | | Delivered |  |
| Returned |  |
| 5. Hotel Confirmation | | Received |  |
| 6. Purchase Order for Airfare  Preferred Airport?  Travel dates?  Airport parking needed? | | Delivered |  |
| Returned |  |
| 7. Airfare Confirmation | | Received |  |
| Miscellaneous information for the teacher: | |  |  |
| 8. Practical Details for Conference | | Done |  |
| 9. Remind Teacher of Leave Slips | | Done |  |
| 10. Itinerary Sheet | | Done |  |
| 11. Airport Parking Information | | Done |  |
| 12. Reminder to Seek FCPS On-line Reimbursement Request | | Done |  |