District Information and Technology Planning Workshop

When: November 2, 2012
Where: CESA #2, 1221 Innovation Drive, Whitewater, WI 53190
Time: 9:00 am to 2:30 pm (Sign in - 8:45 am)

Does your District Information & Technology Plan expire in June 2013 or has it expired already?
The Information and Technology Plan Workshop is designed to allow districts concentrated time to work on the new DPI requested format. **The new format will be an on-line submission using Google Sites. You will need a Google account to access the template for the workshop.** The majority of the time will be spent working on your plan using the new format.

Who should attend?
Bring a team (Technology Coordinator, Library Media Specialist, Administrator, Teacher) to this workshop and work together to create the basic framework for your new District Information and Technology Plan using Google Sites.

What will the teams accomplish at the workshop?
Discussion items:
- Who should be on your district planning team?
- What are the DPI-required components for your plan?
- What types of needs assessments and data should you collect?
- What are the four categories of goals you should think about?
- What are sample formats for action plans?
- What district policies does DPI expect your district to have?
- What information should be included in your budget section?
- Where can you find additional resources?

> **The six major plan content areas are:**
> 1. Background Information (includes demographics, applicable research, and current status)
> 2. Needs Assessment Data
> 3. Implementation Plan (Goals, Objectives, Costs, etc)
> 4. Budget
> 5. Policies
> 6. Progress

What data should I bring to the workshop?
Your team should bring a laptop with wireless Internet capability, electronic copy of your previous Information and Technology Plan, relevant needs assessment data, your ESEA goals, school district vision and priorities for curriculum and professional development, budget plan, and any other information you think might be useful.

Information and Technology Planning Workshop   -   November 2, 2012
Registration Deadline: October 30, 2012 or until *Workshop is Full*

Lunch Included!!

Event Fee:
- **FREE** for first 4 people if District is a CESA #2 *Instructional Technology Services Member (You must register)*
- $75.00 per person if not a CESA #2 Instructional Technology Services Member

  o **If you need special accommodations, registration and payment must be made three weeks before workshop**

- **To register, go to http://www.myquickreg.com**
  o **First time users will be asked to fill out online registration information first so that you may then register for this and other CESA #2 workshops.**
  o **Only registrations made through www.myquickreg will be accepted!**
  o **Each person attending must register.**
  You are not registered unless you receive an email confirmation from myquickreg.com

For registration questions, please contact Sharon Anderson at sharon.anderson@cesa2.org
For workshop content questions, please contact Sharon Webb at 262-473-1468 or sharon.webb@cesa2.org

Cancellation Policy: Should enrollment be insufficient to cover the cost of the event, registered participants will be notified by email. Participants must cancel more than 48 hours from this event or will be billed.