 **LOUISIANA SCHOOL BOARDS ASSOCIATION**

***DATE RECEIVED:***

 **ACT 705 – SCHOOL BOARD MEMBER TRAINING & INSTRUCTION**

 **TRAINING DOCUMENTATION FORM** – **FORM B**

***NOTE: THE PRE-APPROVED “FORM A” SHALL BE COMPLETED PRIOR TO SUBMITTING THIS FORM – TRAINING DOCUMENTATION “FORM B”. PLEASE REFER TO FORM A TO COMPLETE THIS TRAINING DOCUMENTATION FORM.***

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**NAME of SPONSORING AGENCY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF CLOCK HOUR(S) *COMPLETED*:\_\_\_\_\_\_\_\_ DATE HELD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PERSON/TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT INFO (PHONE/EMAIL ADDRESS):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRESENTER(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TITLE of COURSE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE ATTACH SIGN-IN ROSTER OF ATTENDEES AND/OR LIST EACH SCHOOL BOARD MEMBER BY NAME THAT ATTENDED THE ABOVE, PRE-APPROVED TRAINING**

**(use additional sheets if necessary):**

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**\**SUPERINTENDENT and/or BOARD PRESIDENT SIGNATURE REQUIRED for VERIFICATION:***

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**PLEASE SUBMIT TO: LSBA, 7912 Summa Avenue, Baton Rouge, LA 70809**

 **FAX #: 225-769-6108 PHONE#: 225-769-3191**

***FOR LSBA OFFICE USE ONLY: \_\_\_APPROVED \_\_\_DISAPPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE***

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE***