

Please fill out and email to your trainer.

Please complete this pre-training questionnaire to the best of your ability. The more information we can provide our trainers prior to the training session, the more successful your training will be. We thank you in advance for taking time to fill this out.

**CONTACT INFORMATION:**

Please provide information relevant to who will be available the day(s) of your training session(s).

**District Coordinator:** \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Technical Support Person:** \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Misc. Person:** \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**TRAINING FACILITY:**

Building Name: \_\_\_\_\_

Address: \_\_\_\_\_

Misc. Instructions: \_\_\_\_\_

What is the seating layout\*?  
 Pods     Theatre     Perimeter

Is there an overhead projector?     Yes     No

Will the trainer need a district login & password?  
 Yes     No     Other: \_\_\_\_\_

Who will provide this? \_\_\_\_\_

**ADMINISTRATIVE SPECIFIC PROCESSES:**

Select all responses that apply.

What type of items will you be tracking?  
 Technology equipment     Special education  
 Audio Visual equipment     Other \_\_\_\_\_

Who will be responsible for printing tags for items?  
 Using fixed asset tags     District     Site

Do some or all existing items to be tracked have a unique bar coded tag number label?     Yes     No

Who will be responsible for tagging items?  
 District staff     Site staff     Other \_\_\_\_\_

Who will be ordering items to be tracked in TIPWeb-IT?  
 District staff     Site staff     Special Education  
 Other: \_\_\_\_\_

At what location(s) are items received from vendors?  
 Site     Central District Location

Who will receive items to the site?  
 IT staff     Site Office Staff     District Level  
 Other: \_\_\_\_\_

To what level will items be tracked?  
 Room     Student     Staff

Will items be transferred from site to site?     Yes     No

Where are items repaired?  
 Onsite – Site     Onsite – District     Off Site

Are annual inventory audits conducted?     Yes     No

**GENERAL:**

Will a district representative be present to answer district policy questions during training?     Yes     No

How many participants do you expect? \_\_\_\_\_

Specific topics to address: \_\_\_\_\_