

## **TRAINING/IN SERVICE RECORDING**

Expenditures for training/in-service relate to ALL school employees. Both instructional and non-instructional personnel can need training, especially when it relates to ever-changing technology. Training/in-service generally includes activities such as workshops, demonstrations, school visits, travel leaves, tuition reimbursements, etc. When accounting for training/in-service, intent of the training is not applicable. Intent may be for new technology, new teaching strategies, new techniques of working in differing environments, mentoring programs or skills in maintenance and operations, transportation and business services. Training/in-service is accounted for in functions 221300 "Instructional Staff Training" or 264400 "Non-instructional Staff Training". Instructional staff training is defined to include activities that assist in the occupational growth of the instructional staff. Also reported in this function are costs for non-special education substitute teachers required when the instructional personnel are away at training. All short-term substitute teachers for special education should be coded to function 159200 in fund 27. Non-instructional staff training includes activities that assist in the occupational growth of both the administrators and support personnel other than administrators.