

REQUEST FOR APPROVAL
2018-19 BUS DRIVER REFRESHER COURSE

Please email this form to Katie O'Dell (kodell@roe11.org) at the Regional Office of Education #11

School District Name: _____

Other Districts included in this request: _____

Date of Refresher Course: _____ Time of Refresher: _____

Location of the course: _____

Anticipated Attendance (**please limit to no more than 50**): _____

Contact Person: _____ Phone: _____

Please describe any additional topics you would like the instructor to discuss during the course (for example: bullying, communication with parents, etc):

If you plan to have a guest speaker present, please provide the following information
(*Please note, the speaker will have no more than 30 minutes for their presentation):

Name: _____

Title: _____

Topic(s) that will be covered _____

The Regional Office of Education will provide your district with an instructor.

District Superintendent/Transportation Director

Approved – Bobbi Mattingly, Ph.D.,
Regional Superintendent

Instructor