

GADSDEN COUNTY SCHOOL DISTRICT

Administrative Procedures

Scheduling Board Room and Curriculum Library Procedures

All request for use of the Gadsden County School Board room and the Curriculum Library must be coordinated through the office the Administrative Assistant to the Assistant Superintendent for Support Services. Should there be a conflict between requesting parties for the use of either room, the conflict shall be resolved by the Assistant Superintendent of Support Services. Should an unauthorized use of either room be in conflict with an approved scheduled use, the unauthorized user shall be granted five (5) to vacate the scheduled room.

FOR USE BY THE ADMINISTRATIVE ASSISTANT FOR SUPPORT SERVICES ONLY

LINKS

Board Room Link (Event Room B):

<https://sites.google.com/d/0B4B1NlLo-wUWWndnN2NZY0JQQnc/p/0B4B1NlLo-wUWWkxQSFZJOE9FbzA/edit?resourcekey=0-vKMlnoH6mkKiGphgr-67vw>

Curriculum Library Link (Event Room C):

<https://sites.google.com/d/0B4B1NlLo-wUWM2pLM3VpaXdqdFU/p/0B4B1NlLo-wUWSXYxRUR1ZWlmSm8/edit?resourcekey=0-jVmG0eYyErrH0fCGdeEszA>

1. Select Event-Room (B or C). Do not select OPEN.
2. Edit Scheduling Board
3. Select Publish Twice

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