

HERO HQ USER GUIDE: Classroom Relocation Requests

Purpose

This guide explains how school administrators and office managers submit classroom relocation requests through HeroHQ.

Before You Begin

Before submitting a Classroom Relocation Request:

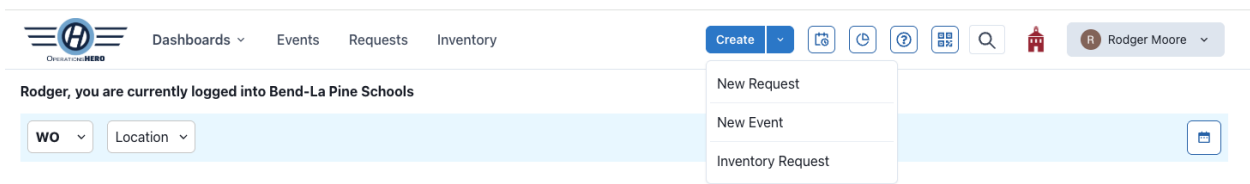
- ✓ Administrator has approved the move
- ✓ Destination room has been identified (if known)
- ✓ Teacher has been notified
- ✓ Move date has been discussed
- ✓ Furniture and special equipment needs have been identified

Step 1 – Log into HeroHQ

Log into HeroHQ using your district credentials.

Step 2 – Create a New Request

Select: New Request



Step 3 – Select Workflow

Choose: Workflow: RELO – Classroom Relocation

New Request



Workflow

RELO: Classroom Relocation

Teacher or staff classroom relocation request



This workflow is used for:

- Same School Moves
- Different School Moves

Step 4 – Select Category

Choose:

Category: GM: MOVE

Requester	Category
R Rodger Moore ▼	GM:MOVE Moving X ▼

Step 5 – Select Reason

Reason

Move - Different School ▼

Choose one:

Move – Same School

Use when moving a classroom within the same building.

Examples:

- Room reassignment
- Grade-level move
- Program relocation

Move – Different School

Use when moving a classroom between district schools.

Examples:

- Teacher transfer
- Program relocation
- Department move

Step 6 – Complete Request Information

Enter:

Current Location

- Current School
- Current Classroom

New Location

- New School
- New Classroom (if known)

Staff Information

- Teacher/Staff Member Moving

Reason for Move: provide a brief explanation.

New Request



Description/Summary

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Current school

Current Classroom

Reason for Move

New School

New Room Number

Teacher/Staff Member Moving

Step 7 – Select Furniture and Equipment (school-owned property must remain at the school that purchased it)

Check all items that apply:

- ☐ Student Desks
- ☐ Teacher Desk
- ☐ Filing Cabinets
- ☐ Shelving
- ☐ Science Equipment
- ☐ Art Equipment
- ☐ Confidential Records
- ☐ Other

Furniture to be moved

Select...



Step 8 – Enter Special Instructions

Include information such as:

- Hazardous materials
- Security concerns
- Room readiness issues
- Specialty equipment
- Surplus items

Specialty items to be moved

Step 9 – Enter Requested Move Date

Provide:

- Requested Move Date
- Any scheduling restrictions

Requested Move Date

Step 10 – Confirm Administrative Approval

Select:

☒ Administrator Approval Given

This confirms that the move has been approved before submission.

☐ Administrator Approval Given

Step 11 – Submit Request

Review all information.

Select: Save Request

Cancel

Save Request

What Happens Next?

Same School Move

The request is routed to:

- Administrator
- Head Custodian

HERO HQ USER GUIDE: Classroom Relocation Requests

- Office Manager

The school team will coordinate the move.

Different School Move

The request is routed to:

- Sending Administrator
- Receiving Administrator
- Head Custodians
- Office Managers
- Custodial Manager
- Maintenance Manager

The move will be coordinated between both sites.

Need assistance with a Classroom Relocation Work Order?

Contact:

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