

IN-SERVICE CREDIT REQUEST FORM

In-service Professional Development (PD) should:

- increase the academic achievement of all students by helping to improve teacher and paraprofessional knowledge and skill.
- be aligned to the identified goals of the department, building, or district (e.g. Data, Co-Teaching, Differentiation, Literacy)
- have immediate applicability to the daily work of the applicant.
- be earned outside of the contractual work day; conferences that are funded by the district are not applicable for this form.
- be applied for at least 7 school days prior to the event.

Name of Applicant: _____ Date: _____

Position: _____ Building: _____

Title of In-Service	Provider	Date(s)	# of Clock Hours	I own the required materials (Y, N, or N/A)
A.				
B.				
C.				

Describe how you will specifically and immediately use this acquired in-service knowledge to support department, building, or district-level goals and how it will increase the academic, social, or emotional strength of our student population:

This is a triplicate form that is available in your building's office

_____ (attach information about the PD and/or add additional sheets as needed)

APPROVAL FOR IN-SERVICE WORK

Please consider this as pre-approval for the in-service course(s) listed above. It is understood that approval for credit is based on successful completion of the course(s) and submission of that documentation, such as a completion certificate, to the Assistant Superintendent's office. An in-service credit stipend will be granted at the following accumulation of hours, as per contract: 15 clock hours for Teachers, 10 clock hours for Teaching Assistants/Building Aides.

A, B, C Approved

A, B, C Denied

_____ Date

Assistant Superintendent for C&I

Reason for Denial: _____

Copy: Building Administrator
Applicant