

## **Request for Inservice Credit-Process**

### **In District**

- Attend the inservice
- Fill out the "Request for Inservice Credit" sheet
  - Check the District Sponsored column
  - Fill in all remaining columns, except the greyed approval columns
  - Attach all supporting documentation including a certificate of completion

### **Out of District**

- Before attending, you must get preapproval
- Fill out the "Request for Inservice Credit" sheet
  - Fill in the title, date, and times columns
  - Attach a course description/workshop agenda
  - Scan or interoffice the sheet and course description to [pd@sd129.org](mailto:pd@sd129.org)
  - The Assistant Superintendent of Teaching & Learning will review for approval and your sheet will be sent back to you
- Upon completion of the inservice
  - Fill in the remaining clock hours and pay columns
  - Attach all supporting documentation including a certificate of completion

### **Once you have reached 15 total clock hours on a sheet**

- Scan or interoffice the completed request sheet and all supporting documentation to [pd@sd129.org](mailto:pd@sd129.org)
- The Assistant Superintendent of Teaching & Learning will review all documents and approve or deny
- A signed copy will be scanned back to you
- Once approved, the request sheet will be submitted to HR for salary review
- Do not send in any sheets for approval for credit, until you reach 15 clock hours
- The only time you would send in the sheet before reaching 15 would be if you need another preapproval for an out of district inservice