

REQUEST FOR INSERVICE CREDIT

NAME _____ DATE _____

BUILDING _____

ATTACH EVIDENCE OF ATTENDANCE FOR EACH ACTIVITY.

- Allowable Inservice Credit Activities are those activities that occur outside of your contractual work hours.
- Pre-approval is required for any activity not sponsored by District 129.
- Request for the inservice hours to be credited need to be turned in only when you have reached 15 clock hours. If there are not 15 clock hours to be counted, the sheet will be sent back.
- Once 15 clock hours have been reached, please submit this sheet along with all supporting documents. Certificates of completion must be turned in or the hours will not be approved.
 - One (1) Inservice Credit = Fifteen (15) clock hours
 - You may earn Nine (9) Inservice Credits before the completion of your Master’s Degree.
 - You may earn Nine (9) Inservice Credits after the completion of your Master’s Degree.

TITLE OF INSERVICE	COURSE NUMBER	START AND END DATE(S)	START AND END TIME OF ACTIVITY	NUMBER OF CLOCK HOURS	DISTRICT SPONSORED (CHECK IF YES)	PRE APPROVAL FOR OUT OF DISTRICT

FOR OFFICE USE ONLY:	TOTAL CLOCK HOURS _____	INSERVICE CREDITS APPROVED _____
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Teaching and Learning sends form to Human Resources for recording.

Approved Not Approved

_____ Date

Assistant Superintendent of Teaching and Learning