



Highline Public Schools  
 Paraeducator Certificate Program  
 Fundamental Course of Study  
**INDIVIDUAL FCS CLOCK HOURS TRACKING FORM**

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by as verification of attendance. It is your responsibility to maintain accurate records for compliance with certification regulations.

THIS FORM IS FOR INTERNAL, HIGHLINE PUBLIC SCHOOLS USE ONLY. PLEASE PRINT AND USE PEN ONLY.

**SECTION I – INFORMATION – PARTICIPANT**

Name of School \_\_\_\_\_

LEGAL NAME (Last, First, Middle)	HPS EMPLOYEE ID#
HOME ADDRESS (Street, City, State, Zip Code)	TELEPHONE NUMBER HOME BUSINESS

**SECTION I – INFORMATION – PARTICIPANT**

SRN (SESSION NUMBER) <b>HPS14056</b>	FCS # <b>FCS02</b>	TITLE OF INSERVICE OFFERING <b>Strengthening Instruction – Online Course Only</b>
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING <b>1</b>	FIRST DAY OF INSERVICE <b>09/01/2019</b>	LAST DAY OF INSERVICE <b>07/31/2020</b>
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) <b>Highline Public Schools, District #401</b>		BUSINESS TELEPHONE NUMBER <b>(206) 631-3000</b>
PROVIDER ADDRESS <b>15675 Ambaum Blvd. SW, Burien, WA 98166</b>		
SPONSORING PROVIDER INSERVICE CONTACT PERSON <b>Deena Russo</b>		BUSINESS TELEPHONE NUMBER <b>206 631 3043</b>

**SECTION III – AFFIDAVIT – PARTICIPANT**

I, \_\_\_\_\_, swear/affirm that I earned \_\_\_\_\_ clock hours for actual attendance at this in-service. I am not applying for college/university credit for this program. Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I understand that the intentional misrepresentation of a material fact in this form would represent dishonesty, and thereby a violation of Board Policy 5281 and Teamsters III CBA Section 11.2 I understand that I should keep a copy of this form for personal record keeping and tracking pursuant to the Paraeducator Certificate Program in Highline Public Schools.

\_\_\_\_\_ Original Signature of Participant

\_\_\_\_\_ Date

**SECTION IV – INSERVICE PROVIDER - VERIFICATION**

When signed by the Building/Department Administration, this form serves as a transcript or letter documenting eligible credits as required for certification purposes per [Chapter 28A.413 RCW](#) and [WAC 179](#).

\_\_\_\_\_ Original Signature of Professional Development Provider

\_\_\_\_\_ Date