

## IN-DISTRICT COMMITTEE WORK PAC REQUEST

School or Department: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PAC CREDIT: (1) PAC = 15 HOURS.** Partial credits are awarded by dividing the total number of hours by 15, and rounding to the nearest tenth.

**QUALIFYING COMMITTEE WORK:** It must involve the collaborative work of two or more staff, have a curricular/textbook/instructional and/or school improvement focus, and have application beyond the classroom (e.g. school-wide, grade level and/or departmental application).

PARTICIPANT	MEETING DATES	TOTAL HOURS	Divide TOTAL HOURS by 15	PACs REQUESTED – Rounded to nearest 10 <sup>th</sup> of a credit.
Example: John Smith	10/5, 1/10, 2/18, 3/13, 5/06	23	$23/15 = 1.533$	1.5

Please send completed forms to [transcripts@madison.k12.wi.us](mailto:transcripts@madison.k12.wi.us).

Critical dates by which PAC requests must be received for salary advancement purposes are October 1, February 1, and July 1.

\_\_\_\_\_  
**Signature of Principal or Committee Chairperson**