

<b>Name: (Requestor)</b>		<b>Phone:</b>	
<b>E-mail: (Requestor)</b>			
<b>Presenter(s):</b>			
<b>Title:</b>			
<b>Location:</b>		<b>Meeting Clock Hours:</b>	
<b>Hours for reading in addition to class time</b>		<b>Reading Clock Hours:</b>	
		<b>Total Clock Hours Requested:</b>	
<b>Objectives:</b> (At least 3 are required)			
1.			
2.			
3.			
Attach or write out agenda:			
<b>Proposed clock hour start date</b> (must be after clock hours have been approved)			
<b>Proposed clock hour ending date</b> (a new proposal must be written if trainings are not completed by the ending date)			
<b>Date Approved:</b>		<b>Approved by:</b>	
<b>Once you have received confirmation of the clock hour approval:</b>		<b>Clock Hour #:</b>	
<ul style="list-style-type: none"> <li>• Have all participants sign or initial for each meeting</li> </ul>			
<ul style="list-style-type: none"> <li>• Complete your training, noting participants for each meeting</li> </ul>			
<ul style="list-style-type: none"> <li>• Submit your reading log to the sign in sheets</li> </ul>			
<ul style="list-style-type: none"> <li>• Instructor/Presenter sign the bottom of the clock hour sign in sheet</li> </ul>			
<ul style="list-style-type: none"> <li>• Return the certificate(s) or notes and the clock hour sign in sheet to:</li> </ul>			
<p><b>Anita Chandler, Executive Director of Teaching &amp; Learning</b>  <b>South Kitsap School District Office</b>            2689 Hoover Avenue SE            Port Orchard, WA 98367  <a href="mailto:chandler@skschools.org">chandler@skschools.org</a>            360-874-7050</p>		Notes:	