

REQUEST FOR CREDIT ON THE SALARY SCHEDULE FOR PARTICIPATION IN A WORKSHOP

DIRECTIONS:

1. Complete this form, providing requested information. Be sure to sign and date the form.
2. Attach an agenda (date, times, and schedule) as well as description (include topic/subject) of the workshop.
3. Submit this form, the *Pre-Approval for Participation in a Workshop for Board Credit* form, and all additional requested information to the Personnel Department.
4. A copy of this form, indicating "approved" or "disapproved" will be returned to you.
5. Credit will not be granted unless the workshop has been approved prior to attendance.
6. Attend the workshop and obtain verification of participation/completion (certificate of completion).
7. Submit a copy of this form indicating approval and verification to the personnel office prior to **October 15** to receive credit

Article III, Section E: ... Credit on salary schedule is given for in-service ... where courses are considered of great value in advancing district educational goals. ... Teachers may not receive credit for any workshop/course taken during a paid workday, including personal days. Class hours for two or more workshops can be combined to attain the necessary 5-9 class hours for credit of .5 semester hours for salary purposes, provided the in-services are completed within a twelve (12) month period beginning October 1. Partial credit will only be granted for workshops in excess of two (2) hours instructional time. Documentation must be submitted prior to **October 15th** to receive credit for that school year.

Class Hours	Semester Hours	Credit Class Hours	Semester Hours Credit
5 - 9	0 .5 Semester Hours	30 - 39	2.0 Semester Hours
10 -19	1.0 Semester Hours	40 - 49	2.5 Semester Hours
20 -29	1.5 Semester Hours	50 - 59	3.0 Semester Hours

I request that I be given salary schedule credit for the following workshop
(Title should match pre-approval form):

I am requesting _____ semester hours of salary schedule credit for the _____ of workshop participation:

Print Name

Home School

Are these hours being combined with another workshop? *If so, provide the name and date of the workshop and include the pre-approval form.*

Your request for in-service training credit on the salary schedule is:

Approved

Disapproved

You have been approved for _____ semester hours of credit on the salary schedule:

Explanation, if needed:

Signature

Date

Deadline for submission to personnel is October 15.

You must have documentation attached, including your *Pre-Approval for Participation in a Workshop for Board Credit* form, . If you are combining workshops, you must include all documents/forms requested.