



# PATHS Credit Request Form

Please complete the following information and submit to the Department of Human Resources within 15 work days following the completion of training outside the School District of DeSoto County that you would like to be awarded in-service points.

## Event Information

Event Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

## Employee Information

Name \_\_\_\_\_

Department \_\_\_\_\_

Email \_\_\_\_\_

## Briefly describe how this training will be used in the performance of your duties

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## Signatures

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FOR OFFICIAL USE ONLY (This section is to be completed by the Department of Human Resources)

Approved: \_\_\_\_ YES \_\_\_\_ NO

Hours/Points Earned: \_\_\_\_

Component Number: \_\_\_\_\_

Signature of Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_