

REQUEST FOR INSERVICE CREDIT

NAME _____ DATE _____

SCHOOL _____

ATTACH EVIDENCE OF ATTENDANCE FOR EACH ACTIVITY.

- **Allowable Inservice Credit Activities are those activities that occur outside of your contractual work hours.**
 - Attendance at workshops or trainings during the school day or on inservice or institute days do not count as clock hours for inservice credit because those are your contractual work days for which you are being paid a salary. These activities may count as CPDU credits for the purpose of recertification.
- **Preapproval is required for any activity not sponsored by District 129.** In order to obtain preapproval, please submit this form along with inservice description that includes dates and times in advance of the start of the activity. The preapproval paperwork can be submitted to pd@sd129.org and will be reviewed by the Assistant Superintendent of Teaching & Learning for approval. This sheet will then be sent back to you and will be used to track the hours, once the inservice has been completed.
- **Request for the inservice hours to be credited need to be turned in only when you have reached 15 clock hours. Before you reach 15 clock hours, you will only turn this sheet in if preapproval is needed for another inservice. If there are not 15 clock hours to be counted, the sheet will be sent back.**
- **Once 15 clock hours have been reached, please submit this sheet along with all supporting documents. Certificates of completion must be turned in or the hours will not be approved.**
 - One (1) Inservice Credit = Fifteen (15) clock hours
 - You may earn Nine (9) Inservice Credits before the completion of your Master’s Degree.
 - You may earn Nine (9) Inservice Credits after the completion of your Master’s Degree.

TITLE OF INSERVICE	DISTRICT SPONSORED (CHECK IF YES)	PREAPPROVAL FOR OUT OF DISTRICT	START AND END DATE(S)	START AND END TIMES OF ACTIVITY	CLOCK HOURS FOR ACTIVITY	WERE YOU PAID TO ATTEND THIS ACTIVITY? (CHECK IF YES)	APPROVAL FOR CREDIT

FOR OFFICE USE ONLY:	TOTAL CLOCK HOURS _____	INSERVICE CREDITS APPROVED _____
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Teaching and Learning sends form to Human Resources for verification and recording.

Approved Not Approved

_____ Date

Assistant Superintendent of Teaching and Learning