

**IN-SERVICE AND COURSE CREDIT PRE-APPROVAL
REQUEST FORM**

Pre-approval For In-Service Credit and Course Credit

Name: _____ School _____

Grade or Subject _____

Date Submitted _____ Date Instruction Begins _____ Time _____

Date Instruction Ends _____ Time _____

Number of Clock Hours _____

Sponsoring Organization _____

Title of Course: _____

Brief Description: _____

How It Relates To What You Are Teaching: _____

Office use only:	
Course Credit _____	_____
In-Service Credit _____	_____
Denied _____	_____

Date
APPLICANT'S SIGNATURE

Date
DIRECTOR OF ELEMENTARY EDUCATION
DIRECTOR OF SECONDARY EDUCATION

To receive credit you must submit verification of attendance from the sponsoring organization. It must include the date(s) of attendance, place, clock hours, and an appropriate signature from the sponsoring organization.

Pc: Building Administrator
Faculty Member