

PERU CENTRAL SCHOOL DISTRICT

CREDIT REQUEST FORM

Please complete and submit this document, with the appropriate course/workshop description attached, to your immediate supervisor, in order to request advance approval of a particular conference session, college course, workshop or other activity you would like authorized by the Superintendent of Schools as included in your personnel file and to be approved as in-service, graduate or professional development credit. 15 hours of approved in-service activity is eligible for an in-service credit, with certain exclusions, such as meal times at workshops.

Thanks!

Your Name <i>(please print)</i>		
Title of proposed professional development activity		
Number of hours you'd like to see credited for this proposed activity:		
Date(s) of this event	[] school day	[] not a school day
City, State and Sponsoring Organization		

Please identify which of the following you'd like as part of your request *[check one only]*:

- In-service credit via North Country Teacher Resource Center [will require completion certificate from NCTRC]
- In-service credit [will require completion certificate from Peru CSD or other appropriate education agency]
- Graduate course credit [will require an official transcript from the duly accredited institution]
- Professional development credit toward my continued teacher certification, but not in-service credit associated with payroll, since the proposed in-service activity is during a day when school is in session and I am already being paid for that time.

Your Signature & Today's Date		
Principal's Signature		Date:
Director's Signature <i>[for appropriate departments]</i>		Date:
District Authorization - Superintendent of Schools <i>[all]</i>		Date:
District Office Note[s]:		