



SPENCERPORT CENTRAL SCHOOLS

PRIOR APPROVAL FOR IN-SERVICE CREDIT

UNIT MEMBER'S NAME _____

BUILDING _____ POSITION _____

I request to take the following in-service course:

<u>Course # and Title</u>	<u>Institution</u>	<u>Hours</u>	<u>Date(s)</u>
_____	_____	_____	_____

I request prior approval for the following professional committee or other in-service activity:

Name of Committee/Activity: _____

Please specify dates/times and objective of meeting or activity: _____

Please note:

1. A certificate of satisfactory completion must be submitted to the Office of Human Resources. The deadline dates for submission are August 1, November 1, and March 1.
2. In-Service will be compensated in alternating blocks of five (5) with graduate hours. See Article 25 – Salary.

I have read and I understand the instructions on this form, and I am aware that this form must be submitted and approved prior to taking the course(s) noted above. (Prior approval should be submitted at least two (2) weeks prior to the start date of the course).

1. _____	_____
Unit Member Signature	Date Submitted

2. _____	_____
Building Principal Signature	Date Approved

3. _____	_____
Asst. Supt. for Instruction Signature	Date Approved

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 Human Resources
 Unit Member
 Building Principal
 Asst. Supt. for Instruction