

WORKSHOP and INSERVICE APPROVAL

All workshops and inservice sessions must be approved in advance by the principal before the request is sent on to the superintendent for final approval. Approved workshops and inservice meetings will count for one (1) hour of the professional growth required (3 hours every 4 years) by the Board of Education. Approval is given when the topic adds significant new knowledge or skill to the teacher's instructional capability. Meetings that cover rules, regulations or updated procedures will not count towards the requirement.

Workshop approval does not count towards salary schedule advancement. In general, the Board will not cover workshop expenses if you link it with graduate credit.

Teacher _____
 Workshop Title _____
 Dates/times of Attendance _____
 Location of Meeting _____
 Brief Description of Workshop _____

If a stipend paid by the sponsor of the workshop? Yes No
 Are you requesting Workshop Credit? Yes No
 Will Substitute Teacher be required? Yes No

 Teacher Signature

OFFICE USE ONLY

Expenses billed to:

School Improvement _____	Gifted _____	Chapter I _____
Reading Improvement _____	Voc. Ed _____	Ex. Curr. _____
Guidance _____	Admin. _____	Drug/Al. _____
Sp. Ed. Coop _____	ROE _____	REI Grant _____

Professional Growth credit of one (1) hour? Approved Not Approved

Comments: _____

Approved by: _____
Superintendent
Principal
Date