

Edwardsville Community Unit School District 7

Pre-Approval Form for Participation in a Workshop for Board Credit

Staff members wishing to attend a workshop outside of the District for Board credit should complete this form and forward to the Curriculum Office for review. The form must be completed and turned in at least 30 days prior to the registration deadline for full consideration.

Article III, Section E: *Credit on the salary schedule is given for in-service courses offered by the district or for courses not offered by the district but considered of great value in advancing district educational goals. Prior to registering for any non-District provided workshops that the employee plans to complete for salary schedule credit, the employee must submit information to the Superintendent or designee describing the non-District provided workshop course. The Superintendent or designee shall be vested with the sole discretion to approve and/or disapprove whether the non-District workshop qualifies for salary schedule credit. Teachers may not receive credit for any workshop/course taken during a paid workday, including personal days. Class hours for two or more workshops can be combined to attain the necessary 5-9 class hours for credit of .5 semester hours for salary purposes, provided the in-services are completed within a twelve (12) month period (September 1 – August 31). Partial credit will only be granted for workshops in excess of two (2) hours instructional time. Documentation must be submitted prior to September 1st to receive credit for that school year.*

Approved Providers: An accredited college/university, National or state chapters of professional organizations (e.g. College Board, NCTM, NASP, NASW, CEC, NSTA, ASHA, IAHPERD, NAFME). If approved, documentation of attendance and request for credit on the salary schedule for participation in a workshop must be submitted with the horizontal movement form.

The Superintendent or designee shall be vested with the sole discretion to approve and/or disapprove whether the non-District workshop qualifies for salary schedule credit. If your workshop has been denied, you may appeal the decision to the Superintendent.

Staff Member requesting workshop:

Date form turned in:

Workshop Title:

Workshop Description (Please provide a detailed description and attach an agenda/syllabus for the training):

Date(s) of workshop:

Approved provider:

Length of Total Workshop in 0.5 Hour Increments:

List how the workshop meets the following criteria listed below:

1. It is in the field in which I am teaching. I teach:
2. It is needed to better prepare me for an activity or other responsibility, which has been assigned to me in the school: (Explanation):
3. My taking the course will directly benefit the school system and are considered of great value in advancing district educational goals by:

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A copy of this form will be returned to you.

Staff Member Requesting Workshop: _____

___ Has been approved for you to attend and can be used for **hours =** **Board credits.**

___ Has been denied at this time. Reason: