



# Prior Approval Request for Renewal Credit

(To be submitted to your Immediate Supervisor at least one month prior to beginning activity)

Person Requesting Credit				
_____	_____	_____	_____	_____
<i>First</i>	<i>Middle</i>	<i>Maiden</i>	<i>Last</i>	<i>Date</i>
Soc Sec. Number (Last 4 digits only) _____		School Assignment _____		Teaching Assignment _____
Title of Course or Workshop _____			Institution Offering Credit _____	
Type and Amount of Credit This Activity Earns (Minimum of One Unit):	<u>Amount</u>	<u>Type</u>	<u>Other Information About This Activity:</u> _____ Amount of Reading Credit of Activity _____ Amount of Academic Credit of Activity _____ Amount of Technology Credit of Activity _____ Does Activity meet the NCLB definition of "High Quality" staff development?	
_____		Semester Hours (college/university credit)		
_____		Quarter Hours (college/university credit)		
_____		Renewal Units Approved by the State		
<p><i>NOTE: If the renewal activity does not fall into one of the above categories, you will need to proceed with an "Individualized Credit" approach. Part I of this approach is an application for credit; Part II provides follow-up documentation of work completed. Forms are available from your principal or the Human Resources Office.</i></p>				
Date Course Begins _____ Ends _____ Instructor _____				
Course or Workshop Description (Attach agendas, course descriptions, or other relevant information describing the activity if appropriate):				
<p>State Guidelines require that all renewal activities have a "<b>direct relationship</b>" to critical job responsibilities, School Improvement Plans, and State Board of Education strategic priorities." The State Administrative Code also requires that "(a) the activity shall be delivered in a minimum of 10 clock hours over time with on-the-job application, feedback, and follow-up; (b) the activity shall have identified goals and objectives that are designed to increase knowledge or skills in the person's license area or job assignment; (c) the activity shall include focused content and instruction that are sequenced to develop specified competencies of a specific population; (d) the activity shall be conducted by instructional personnel approved by the sponsoring school unit or employer; and (e) the activity shall include a focused evaluation designed to gauge the change in learner knowledge or skill and to guide the development of future programs." In addition, renewal activities shall be applicable to one's Individual Growth Plan. In the space below, please state why you believe this activity meets the preceding requirements.</p>				

**TO THE APPLICANT:** This form will be returned to you prior to the beginning of the activity. Upon completion of the activity, it is your responsibility to attach the original copy of this form a grade report, a transcript, a "Certificate of Credit," or some other proof from your instructor verifying completion of this workshop or course. Submit the Certificate of Credit or Grade Report, an evaluation, and the Original Copy of this Prior Approval Form to Sherry Walter, Human Resources.

Prior Approval Granted: \_\_\_\_\_  
*Principal / AP / CC / or Immediate Supervisor Approves Relevance to School Needs & PDP* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Assistant Superintendent, Curriculum and Instruction* \_\_\_\_\_ *Date* \_\_\_\_\_

Submit to Sherry Walter, Human Resources