



**EDUCATIONAL  
SERVICE  
DISTRICT 112**

2500 NE 65 Avenue, Vancouver, WA 98661 | T 360 750 7500 F 360 750 9706 TDD 360 750 7510

**MEMORANDUM**

**DATE:** August 3, 2009

**TO:** All Persons Submitting Clock Hour Applications/Proposals

**FROM:** ESD 112 Clock Hour Committee

**SUBJECT:** Change to Clock Hour Application/Proposal Submission

**Counties**

Clark  
Cowlitz  
Klickitat  
Pacific  
Skamania  
Wahkiakum

**Board of Directors**

Bill Baumann  
Kenneth Botero  
Ann Campbell  
Richard Graham  
Marilyn Koenninger  
Darlene Stickel  
Steve Wrightson

**Superintendent**

Dr. Twyla G. Barnes

In an effort to improve our service to our districts and community, beginning Tuesday, September 1, 2009, the ESD 112 Clock Hour Committee will review and process clock hour application/proposal submissions as they are received rather than on a monthly basis. We will no longer adhere to the monthly submission deadline schedule that was previously in place. This new method will, in many cases, accelerate the receipt of your clock hour approval letter.

New procedures require that clock hour applications/proposals simply be submitted to the ESD 112 clock hour secretary no later than 15 days prior to the first day of the proposed inservice. This provides enough time for committee review and approval as well as preparation and mailing of the clock hour approval packet and materials.

All other submission requirements remain the same. As always, the requirement instructions, forms and samples will be available on our website at [www.esd112.org/clockhours](http://www.esd112.org/clockhours). In addition, clock hour questions may be directed to the Clock Hour Secretary at (360)750-7505, x268.

We hope that this improvement will make the clock hour process a bit easier for you.

Thank you.

cw