

SPECIAL REQUEST FOR ADVANCED APPROVAL OF CLOCK HOUR CREDIT

La Center School District #101

*****Must be completed at least two weeks prior to the first day of the proposed clock hour earning event*****

The purpose of this form is to request and/or propose, not guarantee, an upcoming professional development event be considered for clock hours. It can be initiated by a certified staff member such as a teacher, counselor or administrator. Once approved within district the Director of Teaching and Learning will submit a Clock Hour Proposal to ESD112 (may or may not approve). The staff submitting this form will be notified regarding whether or not the proposal has been approved in advance of the event.

Today's Date	School	Subject Area

I. ACTIVITY REVIEW CRITERIA: (At least one of the below is required for state salary allocation)

Is consistent with the school district's mission for improving student learning.
Is consistent with a school-based plan for improving student learning developed under student learning improvement block grant for the school in which the individual(s) is/are assigned.
Is pertinent to the individual's current assigned or expected assignment for the following school year.
Is necessary for obtaining an endorsement as prescribed by the State Board of Education.
Is specifically required for obtaining advanced levels of certification.
Is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certified instructional staff of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.

II. INTENDED AUDIENCE: (Indicate to whom this proposed clock hour earning event would be available)

Any certificated/classified district employee
Any certified district employee
Any certificated district employee
Any certificated district employee that is a teacher of (list subject/focus)
Any certificated high school teacher of (list subject/focus)
Any certificated middle school teacher of (list subject/focus)
Any certificated elementary school teacher of (list subject/focus)
Other:

III. REQUESTED PROPOSAL

Title: Subtitle:	
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Repeat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If Yes, Include Past Clock Hour Number)	
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Description and Applicability:

Number of clock hours requested (must be at least 3 total AND match hours on agenda)	
Estimated number of participants (must be at least 2 individuals involved)	
Proposed facilitator(s) of session(s)	

IV. **COURSE OBJECTIVES:** (Identify what your participants will learn and how it may be applied.)

V. **AGENDA:** (Attach separately or provide an agenda including all dates, time frames, breaks and description of activities)

VI. **BUILDING AND SUBJECT AREA VERIFICATION**

Principal's Signature

Teacher/Facilitator or Grade Level Team

Date

NOTES: