

SKANEATELES CENTRAL SCHOOL DISTRICT

Request For Prior Approval – In-Service Credit

In accordance with Article IX of the Professional Agreement, I hereby request prior approval for the in-service programs(s) on this form.

Notes:

- 1. In-Service programs must occur outside of the contractual work day in order to be eligible for a salary adjustment.**
- 2. These in-service programs can include, but are not limited to, the following: Cayuga-Onondaga BOCES, Cayuga-Onondaga Teacher Resource Center, Onondaga Community College, and/or Cayuga Community College.**
- 3. Ten (10) in-service hours will amount to a one (1) credit salary adjustment.**
- 4. If you received financial compensation as an instructor for an in-service activity, you are not eligible in-service credit.**

The in-service program(s) will strengthen my background in a specific area related to my teaching assignment at the Skaneateles Central School District. Please describe below how this course(s) will enhance your content knowledge and/or instructional ability (if you need additional space, please use the back of this sheet or attach another sheet).

In-Service Program Title	Instructor	Where Taken	Service Hours	Date of Program	Approval
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Teacher's Name (Please Print): _____

Teacher's Signature: _____ **Date:** _____

Superintendent's Signature: _____ **Date:** _____

A copy of this form will be returned to the staff member. Please retain the copy for your records.