

**REQUEST FOR IN-SERVICE COURSE APPROVAL**

Upon completion, please send to Human Resources, Administration Building. This form must be received in Human Resources on or prior to the COURSE BEGIN DATE.

**PLEASE CHECK ONE**

**DATE OF REQUEST** \_\_\_\_\_

\_\_\_\_\_ **District Sponsored**

\_\_\_\_\_ **Out of District:**  
**SPONSOR** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

1) **COURSE TITLE:** \_\_\_\_\_  
\_\_\_\_\_

2) **NUMBER OF IN-SERVICE HOURS:** \_\_\_\_\_

3) **TARGET AUDIENCE** \_\_\_\_\_

4) - **DATE/S:** \_\_\_\_\_

- **TIME/S:** \_\_\_\_\_

- **LOCATION:** \_\_\_\_\_

- **MAXIMUM ENROLLMENT:** \_\_\_\_\_

**District Sponsored Courses ONLY**

5) **BRIEF DETAIL COURSE DESCRIPTION NOT A REGISTRATION FORM: (PLEASE ATTACH)**

6) **NAME:** \_\_\_\_\_

**PLEASE PRINT CLEARLY**

**SIGNATURE**

**SCHOOL:** \_\_\_\_\_

\*\*\*\*\*

**ACTION TAKEN BY IN-SERVICE COMMITTEE**

\_\_\_\_\_ **COURSE RECOMMENDED FOR APPROVAL**

\_\_\_\_\_ **COURSE NOT RECOMMENDED FOR APPROVAL**

**COMMITTEE COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**CHAIRPERSON'S SIGNATURE**

\_\_\_\_\_  
**DATE ACTION TAKEN**

## THE REQUEST FOR IN-SERVICE COURSE SUBMISSION INSTRUCTIONS

- 1) **PLEASE USE ONLY THE “REQUEST FOR IN-SERVICE COURSE FORM”,** dated September 18, 2015. (copy attached and copies are available in the main office of your school)
- 2) Ensure that the course is an In-Service for increment of pay.
  - These are Courses/ Conferences / Workshops held ONLY AFTER SCHOOL, SCHOOL BREAKS, SUMMER VACATION and WEEK-ENDS. In-Service courses do not require your Principal's signature.
- 3) Completely fill in the Request for In-Service Course Form along with an attached detailed course description, submit to Human Resources on or PRIOR to the course begin date. Please Do Not send directly to the In-Service Committee Chairperson. Please Do Not submit on-line through My Learning Plan. If you do, you still need to submit a hard copy to Human Resources.
- 4) Upon receipt in Human Resources, your Request for In-Service Course Form is date stamped then forwarded, upon request, from the Chairperson of the In-Service Committee for review/approval at their monthly meeting.

### Please Note the following process:

- Per your contract, credit for salary adjustments is granted twice yearly after Data Sheets are returned and processed.
  - You must submit to Human Resources course verification or an official college transcript, on or before October 1<sup>st</sup> and February 1<sup>st</sup>. If your course verification or official college transcript is received after these dates, credit will automatically be delayed until the next due date.
  - To finalize this process involves 3 departments: Human Resources, District Treasurer and Payroll Clerk. Please note the contract does not specify a pay date; however, the 3 departments collaborate to expedite the salary adjustment.
  - You will receive a DATA SHEET sometime after the two (2) due dates, reflecting total courses/classes. It is imperative that you return the ORIGINAL SIGNED DATA SHEET (please make a copy for your files) to Human Resources on or before the DUE DATE on the DATA SHEET to receive your salary adjustment if one is due. In the essence of time, a scanned email copy emailed is acceptable: (datasheets@poughkeepsieschools.org)
- 5) Please keep in mind that October 1<sup>st</sup> data sheet will be retro-active to September and February data sheets are retro-active to February. PLEASE NOTE: THERE WILL BE NO EXCEPTIONS. Fifteen (15) accumulative hours equals 1 (one) credit for In-Service courses.