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

____ District Sponsored

____ Out of District:

SPONSOR: ____________________________

LOCATION: _________________________

DATE OF REQUEST: __________________

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: ____________________________

SCHOOL: ____________________________

PLEASE PRINT CLEARLY SIGNATURE

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ACTION TAKEN BY IN-SERVICE COMMITTEE

____ COURSE RECOMMENDED FOR APPROVAL

____ COURSE NOT RECOMMENDED FOR APPROVAL

COMMITTEE COMMENTS: ____________________________

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CHAIRPERSON’S SIGNATURE DATE ACTION TAKEN 9/13/15
THE REQUEST FOR IN-SERVICE COURSE SUBMISSION INSTRUCTIONS

1) **P**LEASE **U**SE **O**NLY **T**HE “REQUEST FOR IN-SERVICE COURSE FORM”, dated September 18, 2015. (copy attached and copies are available in the main office of your school)

2) **E**nsure that the course is an In-Service for increment of pay.
   - These are Courses/ Conferences / Workshops held **O**NLY **A**FTER **S**CHOOL, **S**CHOOL **B**REAKS, **S**UMMER **V**ACATION and **W**EEK-ENDS. In-Service courses do not require your Principal’s signature.

3) **C**ompletely fill in the Request for In-Service Course Form along with an attached detailed course description, submit to Human Resources on or **P**RIOR to the course begin date. Please **D**o **N**ot send directly to the In-Service Committee Chairperson. Please **D**o **N**ot 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 1st and February 1st. 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 **O**RIGINAL **S**IGNED DATA SHEET (please make a copy for your files) to Human Resources on or before the **D**UE **D**ATE 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 1st data sheet will be retro-active to September and February data sheets are retro-active to February. **P**LEASE **N**OTE: **T**HERE WILL BE **N**O **E**XCEPTIONS. Fifteen (15) accumulative hours equals 1 (one) credit for In-Service courses.

September 13, 2019