ALMIRA SCHOOL DISTRICT #17
REQUEST FOR CREDIT AND CLOCK HOUR APPROVAL

The 1995 State Legislature has mandated that credits and clock hours earned after Sept. 1st, 1995, shall count only if the content of the course meets one or more of the state-defined criteria listed below. The employee must complete this form and establish eligibility BEFORE any credits or clock hours earned after Sept. 1st 1995, will be accepted for district salary placement. Once credits or clock hours are recognized as meeting one or more of the criteria listed, this form will be attached to the OFFICAL TRANSCRIPT (or CLOCK HOUR FORM) that verifies the credits (or clock hours) were earned.

Employee SSN_____Location_____

Employee _____Current position_____
Last First MI grade or subject

INSTRUCTIONS

1. Complete the following information for course needing credit or clock hour approval.
2. Choose one or more of the criteria listed below to indicate the eligibility of the course or clock hour offering and list the number(s) in the column marked "Registration Criteria"
3. Your principal or supervisor must sign in the designated column next to each course or clock hour offering listed.
4. Sign and date the completed form and return it to the District Office.

NOTE: Credits (clock hours) must be earned by **October 1st** to count for salary placement for the current school year. Please ensure that the appropriate official transcript or clock hour form (SPI form 1125) is submitted to the District office. This approval form will be attached to official documentation only.

Date	***College/University or Clock Hr. Provider***	***Course # & Title***	***# Credits or # Clock Hrs.***	***Recognition Criteria (from list)***	***Principal Signature***

RECOGNITION CRITERIA (credits or clock hours must meet one or more of the following criteria)

The content of the course(s) listed above for which credit or clock hours were earned after Sept. 1st, 1995:

1. School Plan
2. Current Assignment
3. Endorsement
4. Advanced Certification
5. Degree
6. Effective Instruction
7. Professional Development
8. Leadership

_____ _____
Employee Signature Date