

IRON COUNTY SCHOOL DISTRICT Policy Handbook	ICSD Code: GCL-E1
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IRON COUNTY SCHOOL DISTRICT APPLICATION FOR APPROVAL OF CREDIT

Date: _____ Name: _____

School: _____ Address: _____

I hereby request Lane Change Credit for the following classes or workshops. **I understand that approval must be obtained prior to taking the classes or workshops.** If approved, the credit will apply towards advanced steps on the salary schedule upon completion of the classes or workshops. **Credit will only be issued after verification of workshop, course etc.** I have read the policy on credit in the policy handbook. (Policy GCL)

Course Number	Course Name	Up. Div Credit 3000/4000 Semester	Graduate Credit 5000/6000 Semester	Workshop Attendance Hours	Institution Issuing Credit/Hours	Start Date	Completion Date
EXAMPLE:							
EDUC5530	Rural Schools		3.0		SUU	01/2015	06/2015
Workshop	Reading Strategies			2.0	ICSD	01/2015	01/2015

Approval: Note: If you are applying to have workshop credit or upper division credit count as graduate credit, please fill out the form on the back and get approval from the superintendent. One semester hour is equivalent to 1.5-quarter hours on the salary schedule. Please be aware that 10 clock hours of workshop participation equals 1-quarter credit on the salary schedule.

Date: _____ Verified 6 month approval window

Signature of Principal

Date: _____

Signature of District Director

Certificate of Completion		
This is to certify that _____ has successfully completed the inservice and/or workshop study and is entitled to credit based on the number of hours the workshop was held. (10 clock hours = quarter credit)		
Inclusive dates of workshop	Total hours of workshop	Signature of instructor conducting workshop certifying