

Westlake City Schools
Application for In-Service Credits
(Submit form in duplicate)

1. Applicant must complete and submit this activity form in duplicate to the Superintendent's Advisory Council for approval.
2. Credits not applied for within the set time limit of 180 calendar days from date of completion will be considered forfeited. Activities that take place for an extended period of time have 180 calendar days from the date of the last meeting and/or session to apply for credit.

Employee Name: _____ Date: _____

Building/Dept.: _____

Date Activity Begun: _____ Date Activity Completed: _____

of Times Activity Met: _____

Describe Activity: _____

Total Hours to Complete Activity: _____ Which converts to amount of
In-Service Credit requested as per Negotiated Agreement: * _____

*15 hours of participation = 1 in-service credit. ****Do not apply for professional growth credits or semester hours.** The conversion of in-service credits to professional growth credits will be made in the personnel department. This line should include in-service hours only! The smallest unit of in-service credit granted will be 1/5 unit for 3 hours of participation.

Do Not Write Below This Line

_____ Approved In-Service Credits Granted: _____

_____ Disapproved Reason: _____

Superintendent's Signature

Date