

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Self-Study For In-service Credit

- **This form is to be used for Conferences and Study Groups only.**
- **Make Request for In-service Credit for conferences online in the Professional Development System.**
- **Attach this completed form and verifying documentation to Request for In-service Credit confirmation printout.**
- **Send all paperwork to In-Service/Human Resources Department, The Landings.**

Name : _____ In-service ID _____
 (last name, first initial, last 4 of SS#)

School/Dept. _____ Topic/Title of Activity _____

<u>Type of Activity (check one)</u>	<u>Requirements and Forms To Submit</u>	<u>Approved By:</u>
Conference	1. <i>Online In-service Request Confirmation</i> , 2. <i>Documentation (agenda) indicating name of sponsor/conference, dates, times, location, agenda</i> , 3. <i>Self-Study form</i>	District after activity
Study Group	1. <i>Prior Approval by principal on PD System Course Template</i> 2. <i>Self-Study form from each participant</i> , 3. <i>Credits entered by PD Coordinator into PD System.</i>	Principal prior to activity

What new knowledge or skills have you acquired as a result of this activity and how would it positively affect student performance?

How will you apply this knowledge/skill in your own area of responsibility?

<p>For Conferences:</p> <p>Submit for in-service credit online in the PD System, then send:</p> <ul style="list-style-type: none"> ❖ This completed form ❖ Verifying documentation (agenda indicating name of conference, sponsor, location, days, times, etc.) ❖ Printout of Request for In-service Credit confirmation page <p>Send to In-Service/Human Resources located at The Landings within 30 days of completion of activity, and within 5 days of submitting this request.</p>
