

## REQUEST FOR APPROVAL OF OTHER INSERVICE ACTIVITY

ADMINISTRATORS & WCT UNIT MEMBERS: Use this form to request that an activity be approved by the District for inservice credit and added to the District catalog in MyLearningPlan.com. Use this form only for inservice activities sponsored by organizations that do not already have a MyLearningPlan.com catalog. Before submitting this form, check MyLearningPlan.com to make sure the activity has not already been added to the District catalog.

PLEASE NOTE: In the event that you do not attend this specific course on the dates indicated, it is necessary to re-submit a new prior approval form with any new dates. In-service credit will only be awarded if the Certificate of Attendance indicates the prior application course dates listed below.

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Bldg \_\_\_\_\_ Dept \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Title of Activity \_\_\_\_\_

Sponsored by \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Number of Sessions \_\_\_\_\_

Attach to this form descriptive information about the activity, including the following:

- The activity flyer/brochure/letter
- Information about the sponsoring organization
- The intended audience for the activity
- The location and date(s) of the activity
- The start/end times for all sessions
- The fee for the activity

The Human Resources Office will not obtain this information for you. Forms submitted without the required information will be returned unprocessed.

**Please send this form, with attachments, to Barbara Greenberg, District Office.** Approved activities should appear in MyLearningPlan.com's District catalog within five working days. If the activity is not approved, this form will be returned to you.

APPROVED

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

NOT APPROVED

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date