

SEMINAR ON EDUCATIONAL ISSUES

Guidelines and Criteria for Approval of Sessions and Presenters

1. Approved topics must be related to:
 - instructional practices, trends, innovations or research designed to improve the quality of instruction in the teacher's assignment;
 - the implementation of district initiatives;
 - the improvement of student achievement.
2. Requests for Seminar on Educational Issues credit must be in increments of three (3) hours (up to 12 hours)
3. Contact hour credit **will not** be awarded for:
 - any activity that takes place during the school day;
 - any activity that is reimbursed or paid for by the school district;
 - any activity that the teacher is receiving payment or remuneration
 - any teacher who fails to sign the participation list at the activity;
 - time for registration, breaks, meals, or exhibits;
 - an individual who is the instructor of the course.
4. All requests for approval for Seminar on Educational Issues credit should be forwarded to the Director of Human Resources on the green form "Request for Seminar Approval." (9281-E.1)
5. All requests must be received by the Director of Human Resources **one week before** the Board of Education meeting at which the request will be approved.
6. It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Office in 15-contact-hour increments. **Original** certificates must be submitted.

Contact Person Responsibilities

1. Ensure that teachers from the South Colonie School District attending a Seminar on Educational Issues activity are aware that he/she is the contact person for that activity.
2. Collect the signatures of all South Colonie participants who are attending the approved Seminar on Educational Issues activity and forward this completed participation list to the Director of Human Resources.

SEMINAR ON EDUCATIONAL ISSUES
REQUEST FOR SEMINAR APPROVAL

Name _____ Bldg. _____ Date _____

Title of Requested Activity: _____

Sponsoring Organization: _____

List any enrollment restrictions: _____

Brief Description of Activity _____

Session Date(s)	Starting / Ending Times	Location of Activity
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____
TOTAL CONTACT HOURS:		_____

Please complete if Seminar on Educational Issue is sponsored by South Colonie CSD.

Estimated cost _____ Budget source/code _____

Consistent with Professional Development Plan. Yes _____ No _____

Approval signature of Assistant Superintendent of Instruction: _____

APPROVED _____ DISAPPROVED _____ CONTACT HOURS _____

COMMENTS: _____

SIGNED: _____

Director of Human Resources

All requests must be submitted to the Director of Human Resources and approved by the Board of Education **prior** to the date of the activity.

**SEMINAR ON EDUCATIONAL ISSUES
PARTICIPATION LIST**

Title of Activity: _____ **Date:** _____

Contact Person: _____

Each teacher needs to sign this participation list at the approved activity.

- 1. _____ 16. _____
- 2. _____ 17. _____
- 3. _____ 18. _____
- 4. _____ 19. _____
- 5. _____ 20. _____
- 6. _____ 21. _____
- 7. _____ 22. _____
- 8. _____ 23. _____
- 9. _____ 24. _____
- 10. _____ 25. _____
- 11. _____ 26. _____
- 12. _____ 27. _____
- 13. _____ 28. _____
- 14. _____ 29. _____
- 15. _____ 30. _____

CONTACT PERSON must forward this Participation List to the
Director of Human Resources
at the conclusion of the activity.

South Colonie Central Schools

Seminar On Educational Issues
Certificate Of Participation

This is to acknowledge the participation of

in workshop #SD_____

on

Total Contact Hours:

Signature:
Title/Position:
Organization:
Date:

Note: *It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Department in 15-contact-hour increments.*