

**PLEASE REMEMBER THE FOLLOWING WHEN  
REQUESTING APPROVAL FOR  
STAFF DEVELOPMENT ACTIVITIES**

**SEMINAR ON EDUCATIONAL ISSUES**

**3 HOURS, 6 HOURS, 9 HOURS AND 12 HOURS**

Requests for Seminar on Educational Issues credit must be in blocks of 3 hours or 6 hours.

In-service courses, of 3 hours, 6 hours, 9 hours or 12 hours offered by the Capital District Teacher Center are **NOT** pre-approved for Seminar on Educational issues credit.

**ALL** requests for approval for Seminar on Educational Issues credit should be forwarded to David D. Seaver, Director of Human Resources.

Remember to provide sufficient time for the Human Resource Department and the Board of Education to approve the request prior to the start of the Seminar on Educational Issues activity.