

SOUTH COLONIE CENTRAL SCHOOL DISTRICT
APPLICATION FOR IN-SERVICE CREDIT

In-service credit is given for courses which are officially approved by the Board of Education. In-service credits shall be awarded on the basis of one credit per 15.0 clock hours of instruction to be paid in one-credit increments.

Employees may refer to their unit's contract or contact the Human Resources Department regarding specific credit reimbursement.

Applications must be submitted by October 1 in order to be credited in the first semester and by April 1 in order to be credited in the second semester.

NAME: _____

Date	Course Title	Contact Hours

ANY SUBMITTED HOURS TOTALING OVER 15.0 HOURS WILL NOT BE CARRIED OVER FOR FUTURE CREDIT

TOTAL CREDITS: _____

ELECTION: *(Please Check One)*

- Payment of \$ _____ per in-service credit hour on a one-time basis.
- Use of this credit for between schedules and schedule advancement.

Date _____ Signature _____
 Social Security *(last four digits)* _____

Credit Approval: To be completed by District Office

Date _____ Signature _____

Payroll Records Adjusted ___ / ___ / ___ By _____

Upon payroll record adjustment, this form will be placed in the employee's permanent file.