

Rutherford County Board of Education
Request for Pre-approval of Independent In-service Activity

(Please submit your request at least ten days in advance.)

Date submitted: _____ School/Department: _____

Name: _____ email: _____

Teaching assignment (including grade and subject): _____

Date/Time/Day of Activity: _____ Location of Activity: _____ Hours Requested: _____

Title of Activity: _____ Presenter: _____

Please check appropriate focus area:

Elementary Content (CE) Middle Content (CM) Secondary Content (CS)

ESL No Focus

Unless your teaching assignment is PE, coaches' clinics will NOT meet a required Focus area

Please indicate POSSIBLE strand identifier:

CCSS Math CCSS ELA Literacy/Science/Technology Literacy in Social Studies

TEAM: Problem Solving Planning (Instructional Planning, Student Work, Assessments, Use of Data) Thinking

Problem Solving Environment (Student Expectations, Managing Student Behavior, Environment, Respectful Culture)

Questioning/Academic Feedback Standards and Objectives Motivating Students, Teacher Knowledge of Students

Lesson Structure and Pacing Presenting Instructional Content/Teacher Content Knowledge

Activities, Materials, Grouping Students PLC ESL Special Education Response to Intervention

REQUIRED: Attach a brief description of the Professional Development Activity and an explanation related how this activity is connected to your school's current school improvement plan or explain how this activity will assist you in your current teaching assignment.

Teacher's Signature: _____ / _____ (date)

Principal's Signature of Approval: _____ / _____ (date)

Teachers, please make a copy of this original document for your records and return the signed document to the appropriate coordinator. Upon completion of the approved Professional Development Activity, please send a copy of all supporting documentation (agenda, program, name tag) and roster directly to the Teacher Center.

Date Received by Coordinator: _____ Approved Not Approved

Coordinator's Signature of Approval: _____ / _____ (date)

Notice of approval status will be sent through email.

Coordinator initials and date _____ / _____ for email verification.

Any additional request from the coordinator: _____

Date Final Information Returned to Teacher Center: _____

Additional Information:

Focus areas may be required depending on grade level and teaching assignment. Failure to complete a required focus area may result in a loss of pay.

Strand Identifiers are tools for administrators to use to support teacher improvement and are not required. They simply provide information that may be used to search School Station activities.

If you do not complete this form PRIOR to the activity, be aware that it may not be approved by your principal or instructional coordinator.

Credit will be recorded on the teacher report when all documentation is approved and submitted.

Employees are expected to monitor their own reports of In-service credit for accuracy.