

## Special Request for Professional Learning Credit for Travel

Professional learning credit may be earned for travel provided certain criteria are met. Travel must be related to the teaching assignment and/or certification.

A maximum of 32 hours of credit for travel is possible for each individual travel experience. The travel form and required documentation should be returned to the Professional Learning Office after travel is completed.

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ SPS ID Number: \_\_\_\_\_

Home School: \_\_\_\_\_

Teaching Assignment: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

\*Describe how this travel experience relates to teaching assignment and/or certification:

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**Attach the following documentation:**

- 1) An itinerary
- 2) A written explanation or lesson plan specifying how the teacher will apply this experience.
- 3) The CSIP Goal(s) or Site Goal(s) that are supported by this experience.

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Hours Credited: \_\_\_\_\_

\_\_\_\_\_  
Director of Professional Learning

\_\_\_\_\_  
Date