

Springfield Public Schools
Professional Learning Forms

Special Request for Professional Learning Credit

Teachers desiring professional learning credit for learning activities not sponsored by SPS should submit this *Special Request for Professional Learning Credit* form **and an agenda or copy of certificate indicating the number of hours completed** to the Department of Professional Learning.

Name: _____ SPS ID Number: _____

Home School: _____

Teaching Assignment: _____

Activity: _____

Date of Activity: _____

Please use the space below to note how this learning was a benefit to you and to your students.

For office use only

Approved: _____ Not Approved: _____ Hours Credited: _____

Director of Professional Learning

Date