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