

*****ALL CLASSES REQUIRE THIS PRE-REGISTRATION FORM*****

Alpine School District Curriculum & Staff Development Department
575 North 100 East
American Fork, UT 84003

Note: Please fill out registration form for requested classes and include check for payment. Make check payable to ALPINE SCHOOL DISTRICT (unless otherwise instructed) and mail before deadline as listed in the brochure.

Name _____ Social Security Number _____

School _____ Grade _____ District _____

Home Address _____

City/State/Zip _____

Home Phone _____ Work Phone _____

Inservice Class _____

Date _____ Location _____

Registration fee included (Amount) _____

Office Use Only:

Date: _____

Check #: _____

PROFESSIONAL DEVELOPMENT CODE OF CONDUCT

- a. **Visitors of all ages are inappropriate.** Only registered participants may attend classes.
- b. **Be on time.** Class will start on time and resume on time following breaks. Be in your seat ready to start.
- c. **Be in class.** Credit and materials will only be given for 100% attendance. Do not plan other activities that will require you to leave early or come late to class.
- d. **Be prepared.** Be aware of materials you may need and bring them with you.
- e. **Be on task.** Be a participant in what is happening in class. Activities not related to the professional development work such as grading papers, preparing lesson materials, knitting, fly tying, writing letters, talking on cell phones, and other similar activities are in appropriate. Cell phones should be turned off during class time. Grades will be based on level of participation and quality of work.
- f. **Be supportive.** Remember the instructor is a professional colleague.
- g. **Be complete.** University credit and state lane change credit will require work to be completed outside of class. Failing to meet the requirements of the course will result in credit being withheld. If college course work is not turned in, an incomplete (I) grade will appear on the transcript which reverts to an (F).

I agree with and will abide by the above code of conduct for participants in this professional development workshop.

Signature

**ALPINE SCHOOL DISTRICT
REQUEST FOR PRIOR APPROVAL INSERVICE CREDIT**

(It is Alpine District policy that credit cannot be awarded for those hours that are attended while you are on your regular contract time unless you are taking a personal leave day. If that is the case, please have your secretary indicate this on your application.)

Date

TO: Jennie Barber
Director of Curriculum and Staff Development
575 North 100 East
American Fork, UT 84003

FROM: _____
Name Position/Grade/Subject

School Number of Credits Requested
(maximum 1 semester hr. per non college course)

This form must be received at least **two** weeks prior to the beginning of the activity.

1. Please describe the workshop or activity for which you are requesting credit

2. Location of workshop/activity _____
3. Instructor (s) _____
4. Inclusive Dates _____
5. Number of clock hours of instruction (14 contact hrs. = 1 semester hr. = 18 licensure points)
(7 contact hrs. = 1/2 semester hr. = 9 licensure points)

Date Director of Staff Development

In order to receive credit the following must be submitted within **two** (2) weeks of completing the activity:

- This prior approval form signed and dated
- Proof of attendance at the above workshop/activity (receipt, certificate of completion, copy of roll, etc.)
- A brief description of implementation plans for information gained from the workshop/activity (no more than one page)

Final Approval Date Director

THIS SIGNED FORM VALID THROUGH CURRENT SCHOOL YEAR ONLY
August 15, 2000