

## Professional Development Credit for Site Visit Request Form

Teachers may earn up to six hours of professional development credit every 5 years for site visits. Submit this form at least 10 days prior to a site visit for approval by the Teacher Center.

Documentation of a site visit requires a summary of the visit along with an action plan for using ideas learned from the visit.

Name \_\_\_\_\_

School \_\_\_\_\_

Phone number where you can be reached:

Day \_\_\_\_\_ Evening \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Location of Proposed Site Visit \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Purpose of Proposed Site Visit \_\_\_\_\_

\_\_\_\_\_

Site Contact Name \_\_\_\_\_

Site Contact Phone \_\_\_\_\_

Number of credit hours requesting \_\_\_\_\_

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**(Principal's Signature Required)**