



Procedure for Requesting Staff Development Credit Renewal

(Remember to send in the MGSD-3 Form. "Request to Attend Professional Activity" before you complete the MGSD-10)

MGSD-10

1. Complete **(MGSD-10) Request for Renewal Credit and/or Tuition Assistance** and have your principal approve, sign and date the form and send to the appropriate administrator to sign for pre-approval.
2. Send the completed form (MGSD-10) to Central Office or Student Services where appropriate (for approval) to the attention of the Administrators listed hereunder:

(choose one)

- Scott Smith (Elementary Instruction, Counselors)
 - Todd Black (Secondary Instruction, Counselors)
 - Gloria Jones (Student Services/EC)
 - Ingrid Medlock (Nurses)
3. CO or SS Administrator returns approved form to your attention
 4. Upon completion of course/workshop, please return completed (MGSD-10) form to the Administrator along with the following documentation (in order to get credit renewal):
 - Completed (MGSD-25) **Staff Development Online Survey (Use Staff Portal)**
 - **Copy** (not original) of the Certificate of Completion you received for attending the staff development course/workshop. If a certificate was not provided for the workshop, other documentation from the conference listing all the criteria that was covered should be sent in its place for verification.
 4. After CEU's are issued, all of your documentation will be returned back to your attention to keep on file for your own record.
 5. Please find the forms for professional development in the main office of your school:

MGSD-3	Request to Attend Professional Activity
MGSD-10	Request for Renewal and/or Tuition Assistance
MGSD-12	Request to Sponsor Staff Development Activity
MGSD-25	MGSD Staff Development Survey (to be completed online)