



## Hamilton Community School Advancement Point Committee Request Form



*Note: This form is to be used only after professional development has been requested through your building principal via the Leave Day Request Form and subsequently referred to the committee.*

Teacher Name: \_\_\_\_\_

Date Submitted (By Aug. 15 or Dec. 9): \_\_\_\_\_

Professional Development Name: \_\_\_\_\_

(Note: If this is a project or activity that doesn't have a recognized name, simply give it your own name to describe the activity.)

Suggested Point Value: \_\_\_\_\_

(Note: For other activities, Advancement Points are offered at a rate of 1 point per 30 hours of professional development. You may consider this general rule as you suggest a point value.)

Describe your professional development on the back of this sheet, or attach an additional sheet to this form. Your description should not exceed one full page. Please focus on the time spent, the activities in which you participated, and the impact this activity will have on your teaching. Further, describing how your professional development correlates with the district's mission will help the committee better understand your reason for pursuing this professional development.

Teacher Signature: \_\_\_\_\_

**To be completed by the committee:**

Points Awarded: \_\_\_\_\_

Date: \_\_\_\_\_

Explanation (Committee will provide a short explanation if the awarded points differ from requested.): \_\_\_\_\_  
\_\_\_\_\_

Committee Members:

\_\_\_\_\_

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