

**REQUEST TO CONVERT
STAFF DEVELOPMENT HOURS
INTO SALARY SCHEDULE CREDITS**

To: Superintendent

From: _____ Signature: _____ Date submitted: _____

Three Year Period: _____

Under the current Collective Bargaining Agreement between the Raymond School Board and the Raymond Education Association, I wish to convert the following staff development hours into ____ credits toward degree status on the Salary Schedule. I understand that I can receive (1) credit for every (20) hours of approved staff development credit, excluding college courses, with a maximum of (5) credits per three year period. I understand that I need to follow the three year period chart and may only submit for current three year periods (periods on the back of this form). I must also submit a fully completed Reflective Planning form for each activity that I request to convert hours to credits.

DATE OF ACTIVITY	ACTIVITY TITLE	HOURS

TOTAL HOURS:

I verify that the above were approved activities and attended by _____ during this school year.

Date

Staff Development Representative Signature

Dates for Converting Professional Development Hours into Salary Schedule
Credits

Beginning 7/1/2007 20 PD hours for 1 credit

July 1

June 30

1993	to	1996	5 Credits
1996	to	1999	5 Credits
1999	to	2002	5 Credits
2002	to	2005	5 Credits
2005	to	2008	5 Credits
2008	to	2011	5 Credits
2011	to	2014	5 Credits
2014	to	2017	5 Credits
2017	to	2020	5 Credits
2020	to	2023	5 Credits
2023	to	2026	5 Credits
2026	to	2029	5 Credits
2029	to	2032	5 Credits
2032	to	2035	5 Credits

And on and on following the pattern
Each period must follow school year July through June