St. Johns County School District
Professional Learning: SWD Inservice Request Form

Please complete the course information on this form to initiate the approval process. The Professional Learning (PL) Department requires a ***minimum*** of two weeks to review the application. Approval ***must be secured prior*** to entering the course into BusinessPlus.

Section 1: Course Information

Course Title _____

Course Facilitator(s) _____ School/Department _____

Date(s) of Course _____ Time of Course _____ Credits Awarded _____
Min. Req. 1 Credit

Delivery Method ☐ Face-to-Face ☐ Virtual ☐ Blended (Face-to-Face and Virtual)

BusinessPlus/PL Contact _____

Section 2: Course Requirement Checklist

This professional learning course must focus on one of the following areas (choose at least one of the following):

☐ Instructional Strategies
☐ Classroom Management
☐ Assessment
☐ Curriculum

Section 3: Course Description

Primary Purpose: What are the specific learning targets of this training?

Strategies and Resources: What are the specific strategies and resources for helping SWD's achieve success will be considered?

Evidence of Learning and Follow-Up Assignment

Evidence of Learning How will participants be assessed?	**Follow-Up Assignment** What is the follow-up assignment and who will evaluate the application of learning?

Note: Upon approval, the following statement must appear in the course description of BusinessPlus:
"This course aligns to the 20-hour renewal requirement for SWD."

To be completed by the Professional Learning Department

This course meets the above-noted requirements: ☐ Yes ☐ No

PL Department Signature: _____ Date: _____