



External Credit Requests

My PLC



- Civics Seal of Excellence Endorsement-
- Educational Leadership -
- All other requests (unless otherwise indicated)-



Home	Transcript	Courses	Resources	External Credit Request
Instructions for Using External Credit Request				
External credit activities are defined as any activity that is not a regular classroom activity. Examples include: conferences, seminars, workshops, etc. The purpose of this form is to request credit for these activities. The form is to be completed by the student and submitted to the PLC. The PLC will then review the request and determine if credit should be granted. The PLC will also determine the amount of credit to be granted. The PLC will then submit the request to the appropriate authority for approval.				
Attachments: Please attach the following documents: 1. Conference form or workshop agenda. Highlight the sections attended. For college classes, please attach a copy of transcript or certificate. 2. A one-page reflection indicating the following: purpose of attendance, information learned and how you will apply this new information in your practice.				