

Hoke County Schools

**CHECK LIST
For Renewal Credit Activity Packet**

Thank you for coordinating this staff development activity for renewal credit. Send the following information to Human Resources after the activity.

- _____ 1. A copy of the Roster of Participants. (SD2)
- _____ 2. Send the original Roster to the Staff Development Coordinator. Mark through any names of participants who did not receive full credit. No credit is posted for less than 10 hours.
- _____ 3. Enclose one copy of the Certificate of Credit used with only workshop information filled in; not an individual person. (SD5)
- _____ 4. Summary of Participants' Evaluation enclosed (SD3)
- _____ 5. Return this form with the above items to Staff Development Coordinator.

Please complete:

_____ Number of participants

Workshop Leader's verification of credit:

Signature

Date

Principal's verification of workshop:

Signature

Date