Contact Hours for School Success Work

The SD DOE offers contact hours for team members who attend team meetings/trainings for School Success Process. The contact hours will be offered to a team member once during their participation on a School Success leadership team. The date, activity (ex. Monthly school success meeting, Regional DOE meetings), and hours (only hours you participated) must be listed. The principal must sign verifying the date, activity, and time are accurate. Up to **45 hours** will be approved per participant, regardless of the year. Hours earned from previous years are combined with this year up to a maximum of 45 hours. Please complete and return to Alan Haarstad ([Alan.Haarstad@state.sd.us](mailto:Alan.Haarstad@state.sd.us)) and Tami Kaaz ([Tami.Kaaz@state.sd.us](mailto:Tami.Kaaz@state.sd.us)) or mail to SD DOE 800 Governor’s Drive, Pierre, SD 57501) by **August 1, 2023** and a certificate will be emailed to you.

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| **Name:** |  | | |
| **Address:** |  | | |
| **City:** |  | **ZIP:** |  |
| **Phone Number:** |  | **Email:** |  |
| **School District:** |  | **School:** |  |

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| --- | --- | --- |
| **Date** | **Activity** | **Hours** |
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**I attest that I attended the above activities on the specified date for the indicated hours.**

Participant Signature Date:

**I attest that the staff member has attended the above activities on the specified dated for the indicated hours.**

Principal Signature Date: