

Burlington Standards Board

Documentation Form

Attach this completed form to your request for final approval if you do not have an attendance certificate with the hours of the workshop/activity.

(Reminder: 15 hours = 1 credit; 7.5 hours = .5 credit. Lunch and breaks cannot be included in these hours. The Burlington Standards Board will only approve credits in .5 increments. You may combine related activities in order to create an increment of .5 credit.)

Educator's Name: _____

School: _____ Date: _____

Type of Activity: Workshop/Conference
 Non-Traditional

Name of Activity: _____

Dates of Activity: _____

TOTAL HOURS: _____

Formal Hours: _____

Describe:

Additional/Independent Hours: _____

Describe: