

SB-CEU PARTICIPANT VERIFICATION FORM FOR PARTICIPATION ON AN APPROVED MDE 2009/10 - SCHOOL COMMITTEE MEETING

This form should be completed for eligible participants to receive Michigan State Board-Continuing Education Units (MI SB-CEUs) for participation in the following activity: **Serving on a MDE 2009/10 – School Committee Meetings**

- Registrant must participate in $\frac{3}{4}$ of the scheduled meetings. (No less than six (6) meetings must be scheduled/held.)

The committee chair person is responsible for filing complete, original forms with GISD no later than June 30.

Required documentation:

- Top sheet indicating the **title of the committee (include district/building)** and a **list of all meeting dates**;
- Copies of **meeting agendas** for each scheduled meeting; and
- Sign-in sheets** from each meeting containing original signatures of all participants, or in lieu of sign in sheets, an attendance master, signed by committee chairperson or meeting minutes indicating participant attendance.
- Participant verification form(s)**, organized alphabetically, by last name.

Submit entire packet following last scheduled meeting to:

Tracy Valentine, GISD, 2413 W. Maple Avenue, Flint, MI 48507-3493

PRINT

NAME (First and Last)	LAST FOUR (4) DIGITS OF SOCIAL SECURITY NUMBER
HOME ADDRESS	CITY ZIP
DISTRICT WHERE EMPLOYED	NAME OF COMMITTEE
NUMBER OF MEETINGS SCHEDULED	NUMBER OF MEETINGS ATTENDED
DATE OF FIRST MEETING	DATE OF LAST MEETING FOR 09-10

Participant's Signature

Date

I certify the registrant above has attended $\frac{3}{4}$ of the scheduled meetings (no less than 6) to receive MI SB-CEUs for serving on a MDE 2009/10 School Committee.

Committee Chairperson's Signature

Date

Office Use Only: Genesee Intermediate School District SB-CEU Sponsor _____ SB-CEU Sponsoring Coordinators Signature	Program approval number will be provided on a transcript, once participation has been verified by MI SB-CEU Coordinator 3.0 _____ Number of SB-CEUs Awarded _____ Date
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RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

An official transcript can be requested by contacting GISD's Office of Education & Learning, 810-591-4408.