



ARLINGTON CENTRAL SCHOOL DISTRICT

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IN-SERVICE PROGRAM ANNOUNCEMENT

Name of Course Here

- Participants: Describe the target audience here (ie: 15 Middle School teachers, including specialists, who are at a beginning or intermediate level of technology integration and the use of Microsoft Powerpoint)
- Location: List the location for this course
- Contact Hours: List the number of hours (ie: 15 hours (1 in-service credit))
- Dates: List all dates for the course. (ie: Wednesday October 6, 2004)
If this is a winter course, please plan for a Contingency date (snow date)
- Time: List the times that the course will be conducted (ie: 3:45 – 5:45pm)
- Learning Objectives: Write one paragraph describing the course and what the participants will learn.
- Course Expectations: Write one or two sentences describing course expectations (ie: keep a journal, share new knowledge with colleagues, etc)
- Instructors: List the name(s) of course instructors here

If you are interested in participating in this offering:

1. Please submit a **Prior Approval Application for In-Service Salary Credit** to your principal no later than one week before the first date of the course
2. Please register online at <https://ero3.eschoolsolutions.com/>

Using the following important information:

Organization ID: 41907

User ID: this is a 9 digit number provided to you by the school district. It begins with 54321 and you can get this number from your librarian.

PIN: the last four digits of your social security number

Course Code: