

Arlington Central School District

Instructions and Guidelines for Instructors

Use the checklist below to help guide you through the process of completing all necessary steps when teaching an ACSD in-service course.

Check List

Fill in the Application Form and Proposal to Teach an ACSD in-service course and submit to Dr. Lowden's office 4 weeks prior to start of course

- **Attach course outline and syllabus to application form and submit to Dr. Lowden's office**

Approval will be granted within 2 weeks of proposal submission

Course will be entered into ERO through Dr. Lowden's office and registration will begin

Online registration through ERO will be mandatory for all registrants

Participants complete Prior Approval forms (located in the main office of each school building) get building principal signature and then send to Dr. Lowden's office

You will receive a package from Dr. Lowden's office with class roster, sign in sheets, course evaluation form instructions, and a claim form for your pay

Teach the course

Upon completion of the course, please submit the following to Dr. Lowden's office:

- **Class Sign-in sheets**
- **Course evaluation forms (either on paper or online)**
- **Claim form for your pay**

Once the course has been processed, attendance has been marked, and all requirements have been fulfilled, the participants will receive a copy of a course completion certificate from Dr. Lowden's office for their own records. In-service hours will be calculated for all participants who have successfully completed the course.

All interoffice correspondence must go to:

Dr. Christine Lowden

Director of Professional Development and Program Evaluation

Arlington Central School District

Central Administration Office

clowden@acsdny.org