



Request for Relicensure Clock Hours

I am requesting documentation for 5 or 10 clock hours for using volunteers during the 20__ - 20__ school year.

After completing the “Utilizing Volunteers Effectively” e-training on E-Compass, teachers are eligible to earn additional clock hours for using volunteer tutors or resource speakers. 30 hours of supervising volunteers (service related to improving student achievement) is equivalent to 5 clock hours; 60 hours of supervising is equivalent to 10 clock hours. Clock hours are granted in blocks of 5 or 10 and only in the year in which they are earned. Return to Volunteer MPS by May 31st. Your relicensure hours will be documented on E-Compass.

Listed below are volunteers that worked with my students and the total hours of service (you may substitute a copy for your own records):

Name	Role (tutor, speaker, etc.)	Total Hours of Service

Date

**Teacher’s Name
(please print)**

Teacher Signature

School

I verify that this teacher has supervised the volunteers listed above for the stated hours.

School Volunteer Liaison signature: _____