

Ravena-Coeymans-Selkirk Central School District

***In-service Presentation Application***

**Submit to: Office of Assistant Superintendent of Curriculum and Instruction  
at least 45 days in advance of the first session**

- Application Date: [Click here to enter text.](#)
- Title of In-service: [Click here to enter text.](#)
- Presenter's Name(s): [Click here to enter text.](#)
- Target Audience: [Click here to enter text.](#)
- Grade Level(s): [Click here to enter text.](#)
- Number of participants limited to: [Click here to enter text.](#)
- In-service Dates and Times: [Click here to enter text.](#)
- Hours Per Session: [Click here to enter text.](#)
- Location: [Click here to enter text.](#)
- Materials required for participants:  
These materials:  are already owned
- Purpose of In-Service: [Click here to enter text.](#)

Presenters will be provided with a blank sign-in sheet for participants to sign during each session. Presenters will give participants a completion certificate at the conclusion of the course (a certificate template will be provided for the presenter).

Total hours per course: [Click here to enter text.](#)

I have checked for availability (and will reserve this location upon confirmation of this In-Service)

must be purchased by the district and will be provided for participants

Materials cost per participant: [Click here to enter text.](#)

- Describe how this In-service aligns with the RCS curriculum and Professional Development Plan for long-term instructional improvement: [Click here to enter text.](#)
- Objectives for participants: [Click here to enter text.](#)
- Description of Activities: [Click here to enter text.](#)

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for office use only

Approved  Denied

\_\_\_\_\_  
Assistant Superintendent for C & I

\_\_\_\_\_  
Date

Flyer sent to staff

Roster and Certificate Template sent to Presenter