

Helpful Hints for Points: Tips that will help assure your points are entered without a hang up.

- ❖ Complete the top accurately including your first and last name, the building you received inner-school mail to, and if you are an initial or professional educator.
- ❖ Make sure all required fields (for the type of points you are requesting) are filled in accurately
- ❖ If this is NOT an Eduphoria listed class please make sure you include a copy of the course description. (Box 2 & 3)
- ❖ When calculating your points for the “Number of Points Requested field”, it is very helpful to show your math. This will eliminate questions.
- ❖ PLEASE make sure for the Points box 2 and the College Credits box 3 you receive pre-approval **prior** to the event.
- ❖ When the event is complete for points in box 2, make sure you turn your form in, verifying attendance, within TWO WEEKS of the event.
- ❖ When turning in your grade report at the completion of the college credit request, it is very helpful to include a copy of the signed pre-approval form. (yellow copy)
- ❖ If you are unsure please feel free to contact rmcdonough@waunakee.k12.wi.us

Thank you.