

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
 - For Box 1: Pre-Approved District Sponsored Eduphoria Workshop.
 - Must be entered into Eduphoria. If you are a leader, please contact Mary Pfeil to make sure it is entered before event starts.
 - If you are unsure if it is entered or not, contact Mary Pfeil
 - Enter event EXACTLY as listed on Eduphoria
 - WCSD Staff, requesting points, needs to sign to verify attendance and return to District Office in purple pouch. Then points will be entered into Employee Access.
 - For Box 2: Non-Credit Professional Staff Development
 - Must be signed as “Pre-Approved” by Principal and then Superintendent BEFORE event begins
 - Must include a copy of event description with pre-approval.
 - Description must include Name of Event, Name of Institution hosting event, Date of event, Start and End time of event. This must be a document published by Event or Institution hosting event.
 - Once event is over WCSD Teaching staff requesting points must sign to verify attendance and return to District Office in purple pouch, then points will be entered into Employee Access. THIS VERIFICATION IS DUE WITHIN 2 WEEKS OF EVENT.
 - For Box 3: College Credit
 - Must be signed as “Pre-Approved” by Principal and then Superintendent BEFORE course begins.
 - Must include a copy of course description with pre-approval
 - Description must include Name of Course, Course number (if available), Institution offering course, and number of credits for this course. This must be a document published by the Institution offering the course.
 - Once course is complete and grade report is received, turn in a copy of the grade report to District office in the purple pouch. Then points will be entered as earned into Employee Access
 - Grade report must include name of institution, name/number of course, name of student (WCSD Teaching staff), and grade. A copy of the yellow preapproved form is VERY helpful.
- ❖ When calculating your points for the “Number of Points Requested field”, it is very helpful to **show your math**. This will eliminate questions.
- ❖ If you are unsure please feel free to contact rmcdonough@waunakee.k12.wi.us

Thank you.