

Important Registration Information

Registration

All registration forms must go directly to the Teacher Center. It will be the registrant's responsibility to make sure that proper approval for the course is secured through District Office. Registrations will be processed on a first come, first served basis, this includes audits as well. **As always, full payment MUST accompany your registration.** If your course selection is denied by District Office prior to the first day of class you should then notify the Teacher Center requesting a full refund.

Attendance

The District policy of **NO ABSENCES** for Sachem teachers continues to be in effect.

Granting of Inservice Credit

For Sachem teachers, prior approval must be sought for each inservice course to be used toward salary advancement. Inservice course credit up to nine *inservice* credits per year can be taken within or outside of the District. Credit will be given up to a maximum of nine (9) *inservice* credit hours of the fifteen (15) hours needed for salary advancement. **Teachers are reminded that the school “year” runs from July 1 - June 30.**

Please contact the Sachem Personnel Office if you have questions concerning your individual course credit status.

***Please note:* Sachem School District grants inservice credit based on 10 class hours for each inservice credit.**

Teachers from other districts should be aware that the awarding of inservice credit is contingent on the policies and practices of their respective districts.

No refunds or credit will be given for the following:

- *Courses taken without administrative approval*
- *Courses taken over the credit allotment for the school year*
 - *Graduate Course Fees are non-refundable*
 - *All online course fees are non-refundable*