 Non-Academic Credit Pre-Approval Form

For Participants in Educational Travel

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:       State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

# TRAVEL INFORMATION

Prior to travel, the participants must complete the pre-approval section of this form and email it to <tcwebmail@alaska.gov> for pre-approval. Within approximately 2 weeks you will receive notice of pre-approval or denial.

Sponsoring Educational Organization:

Educational Travel Destination(s):

Inclusive Dates of Travel:

Purpose or objective of educational travel (attach itinerary)?

# PRE-APPROVAL

Yes  No  **The travel described above has been pre-approved by the Teacher & Certification Office for Non-Academic Credit(s)**.

The activity described above has been pre-approved for       Non-Academic Credit(s).

Administrator’s Signature: Date:

If denied, reason for denial?

# After Traveling

After returning from traveling, upload the following to your [TEACH-AK](https://teachak.alaska.gov/login/) renewal application:

**Approved Non-Academic Credit Pre-Approval Form**

**Written Report -**Submit a written report that summarizes the travel experience and reacts to a major idea presented by the sponsor of the educational travel. The report must clearly state the strengths, weaknesses, and educational value of the activity in relation to the participant’s teaching assignment.