

**INDIVIDUAL RECORD OF COLLEGE/EQUIVALENCY CREDIT
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

NAME _____ Position _____

School _____ School System _____

In recording clock hours, portions of hours will be recorded by decimal fractions i.e., .5 for a half-hour. Fractions may then be added together at the end of the five-year period.

College Course Number and Description	School Year	Semester	Semester Hours Credit

SACS Related Activities	School Year	Semester	Semester Hours Credit

Total Semester Hours

Approved Equivalency Workshop-Seminar-Conference-In-service Activity	School Year	Description	Clock Hours Credit

Total Clock Hours

Equals _____ semester hours equivalency

This form should be maintained on file in the Principal's office.