



# OFFICIAL SB-CEU TRANSCRIPT REQUEST FORM

*For SB-CEUs earned prior to January 1, 2010*

DIRECTIONS: Complete entire form and attach \$5 check/cash/money order (\$5 per transcript, payable to MISD), mail to Macomb ISD, 44001 Garfield Road, Clinton Township, MI 48038, attention Deborah Forton.

*Forms missing information or payment will be returned, resulting in delays.*

Today's Date \_\_\_\_\_

Name of applicant \_\_\_\_\_ ss# (required) \_\_\_\_\_

Home address \_\_\_\_\_  
number and street city zip

School district \_\_\_\_\_ EMAIL \_\_\_\_\_

Official name of last workshop/training \_\_\_\_\_

Dates of last training \_\_\_\_\_

***Allow at least 60 days after program completion to request official transcripts***

IMPORTANT: For participants to earn SB-CEUs, they must attend the entire program as required by the Michigan Department of Education (MDE). This means attending all sessions according to the approved schedule including arriving on time and remaining for the duration of each session. The MDE and the Macomb ISD review all programs and monitor attendance. Program planners determine the method for documenting attendance. It is the responsibility of each participant that their attendance has been documented. Failure to comply with program requirements, including attendance, will result in disallowance of SB-CEU credit.