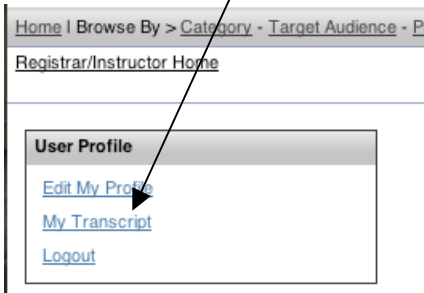


Printing your Clock Hour Form for Personnel

Go to: <http://staffdev.misd.k12.wa.us/>

Login using your Skyward login and password. If you have any login difficulties, please contact Jennifer Wright.

Select My Transcript



From the list of courses (that may be very short at this point in time), select Print for the class that you need the form.



It will take about a minute for the form to process, don't give up! You will then have a PDF of the Clock Hour Attendance Form.

Print the form, sign section 3. There is no need for the instructor to sign the form, since Kathy Morrison's signature is there.

Send the form, along with a completed Addendum Form (available here: <http://www.misd.k12.wa.us/staff/districtforms/CHApprovalAddendumForm.pdf>) to Personnel.