

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3670.A, Public School Service Form**

**Request for Credit, EL 101**

Student Name \_\_\_\_\_ Student Number (S#) \_\_\_\_\_

Number of Credits Requested \_\_\_\_\_

Name of Elementary, Middle, or High School \_\_\_\_\_

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Spent in Public School Service \_\_\_\_\_ Dates of Service \_\_\_\_\_

Grade Level \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Verified by: \_\_\_\_\_  
Southern Representative \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Credit Hours Granted: \_\_\_\_\_ Recommended by: \_\_\_\_\_  
Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chief Academic Officer \_\_\_\_\_ Date \_\_\_\_\_

Fee paid: \_\_\_\_\_ Received by: \_\_\_\_\_  
Business Office Representative \_\_\_\_\_ Date \_\_\_\_\_

Recorded by: \_\_\_\_\_  
Registrar \_\_\_\_\_ Date \_\_\_\_\_