



# Mississippi School Boards Association

## 2023-2024 SEMI CREDIT DOCUMENTATION INFORMATION for Administrators

The information collected on this card will be used by MSBA as part of the documentation required by the Mississippi Department of Education when reporting your attendance at an MSBA training or conference.

Please complete and return this information to any MSBA staff member.

Please **PRINT** all information.

Thank you!

NAME: \_\_\_\_\_

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_ (Required by MDE)

EDUCATOR LICENSE NUMBER: \_\_\_\_\_ (Required by MDE)

EMAIL: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

POSITION: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

**Place a check in the box(es) of the event(s) for which you are requesting credit.**

(You must attend two sessions to receive 5 SEMI credits. You may attend at least four sessions and earn 10 SEMI credits.)

- October 4, 2023 – Student Issues Impacting Districts
- November 1, 2023 (morning session) – Family Medical Leave Act (FMLA) Part 1
- November 1, 2023 (afternoon session) – Family Medical Leave Act (FMLA) Part 2
- January 17, 2024 – Education Employment Procedures Law (EEPL)
- April 3, 2024 – Fair Labor Standards (FLSA)

SIGNATURE: \_\_\_\_\_

Please email the completed form to Akilah McKnight at [amcknight@msbaonline.org](mailto:amcknight@msbaonline.org)

**Attorney CLE Credit:** Attorneys desiring CLE credits should contact April Mills at [amills@msbaonline.org](mailto:amills@msbaonline.org) or at the MSBA office at 601-924-2001.