

IN-SYSTEM AND OUT-OF-SYSTEM WORKSHOP OR ACTIVITY

In-System

Out-of-System

Check Appropriate Block

Procedure:

1. Pre-approval must be obtained from Principal, Supervisor, or Professional Development Coordinator. Approval must be based on Approvable Activities and Compliance with State Policy as detailed in PRD-R001 and abbreviated below.
2. Following completion of activity, participant signs and submits COMPLETED form, along with proof of completion to Teacher Center for recording of in-service credit.

Name _____	School _____
School Phone _____	Home Phone _____
Date of Activity (CANNOT BE ON A SCHOOL DAY) _____	
Title of Activity _____	Time of Activity _____
Hours Requested _____	Instructor Credit Requested? <u>YES</u> <u>NO</u>
	(Circle One)
ACTIVITY DESCRIPTION: Describe the purpose of in-service activity and what it involves. Limit to 4-5 sentences maximum:	

APPROVABLE ACTIVITIES - Activity must occur after school, on a weekend, in the summer or at times other than regular paid teaching days. Professional leave days and Staff Development days are, by contract, part of the 200-day calendar. Activities which occur during regular paid days, including professional leave, may not be counted for in-service credit.

COMPLIANCE WITH STATE POLICY: Activity must fulfill at least one of the following Professional Development Policy guidelines (Check all that apply):

- ___ 1. In-service activities designed to develop the competencies of apprentice or probationary teachers. (Priority shall be given to these activities. Supervising teachers shall be designated to work with these teachers.
- ___ 2. Instructional assessment and improvement studies.
- ___ 3. Workshops and/or other activities based on the assessed needs of a school or a school system.
- ___ 4. Development and coordination of system and school-wide curriculum.
- ___ 5. Conducting staff development programs/activities that are consistent with needs identified at the building and/or system level.
- ___ 6. Studies of Teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation.
- ___ 7. Workshops, seminars, institutes, state-sponsored activities, Teacher Center activities, professional organization sponsored activities, and college or university sponsored activities which are related to a teacher's assignment or to a school's or system's objectives. (To validate these activities, a written record of attendance/participation must be maintained.)
- ___ 8. Specific training for instructional assignments.
- ___ 9. Service as a free consultant to other schools and LEA's excluding travel time.

Approved by Principal or Supervisor Prior to the Activity or Workshop

Signature _____ Date _____

RECORD OF COMPLETION (Submit to Teacher's Center upon completion of Activity; Include documentation of completion.)	
Staff Development Facilitator _____	Date _____
Date Inputted to Record _____	Date _____