

## Out of District Professional Development Tracking Form

Name of Participant (Print): \_\_\_\_\_  
 Name of Conference: \_\_\_\_\_  
 Conference Sponsor/Provider: \_\_\_\_\_  
 Date(s) and Times of Conference: \_\_\_\_\_  
 Location: \_\_\_\_\_

*To ensure accurate recording of the professional development activity, enter the number of days, hours and/or minutes for the conference. If the conference is on multiple topics, divide your attendance into the most appropriate topics below.*

PROFESSIONAL DEVELOPMENT DESCRIPTION	Total Hrs/Mn Exclude lunch/dinner time.
ELA:	
Math:	
Science:	
Social Studies/History:	
Special Area ( <i>specify</i> ):	
Student Engagement (Active Learning, Project Based Learning, etc.) ( <i>specify</i> ):	
Technology (e.g.: Smart Board, other technology, software, etc.) ( <i>specify</i> ):	
Other curriculum, instruction, assessment (e.g.: common core, formative assessments)( <i>specify</i> ):	
Other e.g. Safety and Security (AED/CPR, Exposure Control, Sexual Harassment, School Safety, etc.) ( <i>specify</i> ):	

\_\_\_\_\_  
 District Administrator/ Principal Signature  
 (Pre-Approval Required)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Staff Participant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Professional Developer/Provider Signature  
 (*Attendance Verification Required*)

\_\_\_\_\_  
 Date

**Attach an agenda, conference registration, or other proof of attendance.**  
**Submit to the Superintendent Office to ensure you get Professional Development credit.**