

Morrow County School District

Code: **GLC-FORM(3)**
Adopted: 7/12/99
Readopted: 5/12/03
Orig. Code(s): 3281-AR

Professional Development Plan

Comment briefly on your CPD activities and the effect that you observed on student learning and any adjustments you made or will make to enhance student learning. (Attach additional pages, as needed.)

Supervisor Signature Date Educator Signature Date

Verification of Completion by Superintendent _____
Superintendent Signature Date

The completed form is retained in the district personnel file until the renewed license has lapsed.

Name _____ School _____ Date _____

Name and Date of Event, Class/Workshop _____

Description Justifying Credit (See #6 below) _____
(Attach Course Description or Brochure, if possible.)

Total Credit Hours Requested (10 seat hours = 1 qtr. hour) _____

Project Proposed for Events **Without** Credit Component: _____

Teacher's Signature _____

Principal's Signature _____

Superintendent's Signature _____

Date _____

Superintendent Comments: _____

I am making application on behalf of all persons on the attached list for the above referenced workshop. It has been made clear to participants that in-district credit will be granted only upon the written verification of completion from the instructor, AND the completion of any projects required by either the instructor and/or the superintendent.

Administrator _____ Date _____

GUIDELINES FOR IN-DISTRICT CREDIT

Teachers attending classes, attending workshops or participating in other organized educational experiences may receive in-district credit within the following guidelines:

1. Requests for in-district credit must be made through the building principal and be approved by the superintendent **prior** to the class, workshop or experience (event).
2. Requests must be made on the appropriate form (dated 11/97).
3. The event must be relevant to the teaching assignment.
4. Time spent at events occurring on a release time contract day or statewide in-service day, will not qualify for credit consideration.
5. The decision of the superintendent will be final.
6. Whether, and how many credit hours, will be determined by the following criteria:
 - a. The event fits #3 above.
 - b. The event has a credit component available, and the teacher completes all requirements except paying tuition (confirmed in writing by the instructor).
 - c. The event has no credit component, but the teacher and superintendent agree to credit based on:
 - (1) Approximately 10 hours of event seat time per 1 quarter hour of credit; **and**
 - (2) A project based on the event that is applicable to the teaching assignment and can be reproduced to help other teachers.