

2019 – 2020 Face-to-Face Book Study Completion Form

For each required item below, initial the box on the form when the item has been completed with appropriate information. The facilitator should collect all required documentation (sign-in sheets and teachers' written responses). One *Book Study Completion Form* should be turned in per book study. Completion of all book studies with required paperwork should be submitted to the Teacher Center by **Friday, March 13, 2020**.

Requirements for all book studies:

- A *Book Study Completion Form* with all required documentation attached submitted to the Teacher Center within two weeks of the completion of the book study.
- Reading of the entire book. No partial credit will be given.
- A maximum of six (6) book study PL credit hours can be earned per school year.
- Written responses should contain multiple textual references with page citations.

Face-to-face Collaborative Book Studies should submit the following:

- The book title:
- The author's name:
- The copyright date:
- The start and end date of the book study:
- The name and leadership role of the facilitator of the book study:
- A minimum of four hours of contact time should be spread over the course of at least three ongoing meetings (e.g. hour durations of: 1-1-1-1; 1-1-2; 1-2-1; or 2-1-1). The minimum length for any collaborative meeting is one hour.
 - Separate sign-in sheet for face-to-face meetings with dates and times
 - Total face-to-face meeting time:
- Written components should connect the book to the following:
 - immediate next steps (in the next three weeks)
Application prompt:
 - long-term next steps (next semester or next year)
Application prompt:
- Copies of both written responses from each participant.

This book study is substituting for required ***Principal-Discretion PL Day*** (circle) #4 and/or #5.

I approve this PL substitution for required ***Principal-Discretion*** professional learning.

(Principal's Signature Required)

Date

(Facilitator's Signature Required)

Date