

## Optional Professional Learning Over and Above the Required Professional Learning

Please use this form for any optional professional learning that your teachers do over and above the required professional learning. A copy of this completed form with both signatures should be sent to the Teacher Center before the event.

After the event, please submit to the Teacher Center a copy of this form with participation documentation. Keep the original form and original documentation for your records. For teachers to receive credit, all final paperwork must be submitted to the Teacher Center within two weeks of the event.

Teacher Name

School

Session Title:

Session Date

Start Time

End Time

Location

Presenter(s) or sponsoring group

Activity Description

Number of hours credit granted by principal (6 hour max per non-school day, 3 hour max after school hours)

1                      2                      3                      4                      5                      6

Other

This Professional Learning (PL) DOES NOT substitute for any required professional learning. These hours are optional and above the required 30 hours for the year.

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(Principal's Signature Required)

Date

*I understand that the hours from this professional learning event DO NOT satisfy the professional learning requirement for this year. These hours will be recorded as extra or optional.*

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(Teacher Signature Required)

Date

Revised 6/4/14