

**Principal's Form
For School-Based Professional Development**

Use this form for all professional development activities sponsored by the school. Please submit a copy of this form to the Teacher Center with sign in sheets after each professional development activity. Teachers should sign in beside their name on a printed school roster. For full day sessions, be sure to include an afternoon sign in sheet as well.

School _____

Session
Title _____

Session Date _____

Start Time _____ End Time _____

Location _____

Presenter(s) _____

*Does the presenter want to claim professional development credit hours for preparation time equal to their portion of the session?** Yes _____ No _____
If yes, number of hours requested _____

Activity
Description _____

Number of credit hours requesting (circle)

1 2 3 4 5 6

Other _____

(PRINCIPAL'S SIGNATURE REQUIRED)

(Presenter's Signature)

****Please note: By claiming this time for professional development credit, you cannot also claim this time for extended employment or compensation.***