

## Supervisor's Form For Professional Development

Use this form for all professional development activities sponsored by the department. 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 department roster. For full day sessions, be sure to include an afternoon sign in sheet as well.

Department \_\_\_\_\_

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 \_\_\_\_\_

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Number of credit hours requesting (circle)

1                    2                    3                    4                    5                    6

Other \_\_\_\_\_

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**(SUPERVISOR'S SIGNATURE REQUIRED)**

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(Presenter's Signature)

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