Summary and Evaluation Form

Return to Committee within 30 days of attending a conference/workshop:

Teacher _____ Date of Workshop _____

Name of Workshop _____

Sponsoring Organization _____

Evaluation:

The workshop was: _____ very beneficial _____somewhat beneficial _____not beneficial

Would you recommend this workshop to other teachers? _____ yes _____no

Summary:

What key thoughts or ideas would you like to share with other teachers?

_____

_____

_____

What specific information or idea have you put to use?

_____

_____

_____

How will you share/use the information?

1. Present information at a faculty meeting. Date _____
2. Collaborate grade level/content area. Teacher_____Date_____
3. Type up key points and distribute to other teachers. Date _____
4. Incorporate in lesson planning (include sample plan or documentation.)

***Attach a copy of your certificate of attendance to this document and turn it in to PD Committee. If you did not receive a certificate, you need some signed documentation: ex: schedule with presenters signatures for workshops attended, etc.

Date Received by Committee _____