

**Adena Local Schools
Documentation for Professional Development**

Name: _____
Grade: _____

Date: _____
Subject Taught: _____

☐ Professional Growth Goal(s) for 2019-2020 as listed in OTES Form:
Types of Professional Development:

Course Name/Title: _____

Course Instructor/Facilitator: _____

Course Date: _____

Online Training (Webinar) - (Submit this form to Building Principal)

Course Name/Title: _____

Course Instructor/Facilitator: _____

Course Date: _____

Duration of Webinar: _____

Off-site Observation - (Attach this form to professional leave form if attending an observation off campus)

Location: _____

Person Observed: _____

Duration of Observation: _____

Publication or Book Study - (Submit this form to building principal)

Book or Publication Name/Title: _____

Activity Goal(s): _____

Dates- Begin/Complete: _____

Other: (Submit this form to building principal) Details of

PD: _____

Sponsor of Professional Development? For a webinar, please provide a link to the site.

What will this professional development do to enhance student learning/achievement in your classroom? Among Adena's Sub Groups?

Please Note:

Once building principals have approved this form, then the form is presented to LPDC for CEU's/credit.

Certificate of Completion, Notes from Observation, Synopsis of Book Study (with potential applications to teaching/learning at Adena) must be submitted to the building principal within seven days after PD is completed.

_____	_____
Principal Signature	Date

Pre-approved by LPDC Committee: _____
Date

LPDC Chair Signature: _____

Additional Comments of LPDC if Not Approved:

Off-site Training (Attach this form to professional leave form if attending a workshop off-campus)