

AUTHORITY: Section 380.1527
of [Public Act 289, 1995](#)

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P.O. Box 30008, Lansing, Michigan 48909

BUILDING RECORD of PROFESSIONAL DEVELOPMENT PROVIDED TO TEACHERS

GENERAL INSTRUCTIONS: Section 380.1527 of Michigan's Revised School Code requires school districts to provide five days of professional development to teachers each year. This form is a sample of record keeping to be maintained by the building principal, or individual with school district authority for professional development, to show district compliance with Section 1527 of the School Code. Some form of record-keeping should be completed each year to assist in documenting professional development and reporting it in the Days and Clock Hours Report. *The school district may use any form or management system for record keeping. This form is a SAMPLE worksheet that can be completed and retained by the school district. DO NOT return this form to the Michigan Department of Education.*

Teacher Name: _____ Number of Contractual Years Teaching: _____

Number of Years in the District: _____ School Year: _____ Social Security # of Teacher: _____ On File _____

Name of Building: _____ AUTHORITY: Section 380.1526 of [Public Act 289, 1995](#)

Name of School District: _____ Concord Community Schools _____

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE OF ACTIVITY	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	# OF HOURS PROVIDED	CLASSROOM MANAGEMENT OR INSTRUCTIONAL DELIVERY(Strategies) Choose one

DO NOT RETURN THIS FORM TO THE MICHIGAN DEPARTMENT OF EDUCATION
THIS COMPLETED FORM IS TO BE RETAINED BY THE SCHOOL DISTRICT

DATE OF ACTIVITY	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	# OF HOURS PROVIDED	CLASSROOM MANAGEMENT OR INSTRUCTIONAL DELIVERY(Strategies) Choose one
		TOTAL HOURS OF PD=		

Signature of Teacher: _____ Date: _____

Signature of Principal/District Designee: _____ Date: _____

DO NOT RETURN THIS FORM TO THE MICHIGAN DEPARTMENT OF EDUCATION
THIS COMPLETED FORM IS TO BE RETAINED BY THE SCHOOL DISTRICT