



Saginaw Public Schools

Send or mail to:
 Jane Jurgens, Director
 Instruction/Staff Development
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ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT

GENERAL INSTRUCTIONS: This form should be completed annually by each teacher and signed and dated by the building principal, the teacher and the director of Staff Development. Each year a copy of this form will be placed in the school district personnel file. The form must be completed for each year to assist in recording professional development. (Please type or print. Make additional copies of this form as needed.) **This form is a worksheet to be completed and retained by the school district.**

Due on or before June 30 of each school year. Teachers please keep a copy for your records.

Name of Teacher:	
Name of School District Where Employed:	
Name of School Where Assigned:	
Number of Years as a Contractual Teacher (3 rd , 6 th , etc.):	School Year Hired:
Number of Years with Current School District:	Current School Year: 20 -20

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED

(Signature of Building Principal)	Title: Date:
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(Signature of School District Authority)	Title: Date:
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(Signature of Teacher)	Date:
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