

SCHOOL DISTRICT OF CLAY COUNTY
Out-of-County Request for Professional Development

This section must be completed prior to attending or participating in Out-of-County Professional Development.

Last **4** digits of S.S. # _____ Name: _____ School/Dept.: _____

Title of Activity: _____ Date(s): _____ Location: _____

SIP Goal: _____ Obj. # _____ P.D. # _____ Expectations: _____
(School-based Personnel) (What do you expect to learn from this training?)

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Type of Activity & Requirements: (Choose one) Attachments MUST accompany this form to award points.

____ **Non-College On-line Training** (Please check box when each attachment is completed)

- Attached is a copy of the COURSE OUTLINE
- Attached is a LETTER or E-MAIL from sponsoring institution/organization verifying completion
- Follow-Up Form (SCH-1-2178) with appropriate supporting documentation attached

____ **Professional Conference, Workshop, Seminar or Institute** (Please check box when each attachment is completed)

- Copy of REGISTRATION FORM or AUTHORIZATION TO INCUR TRAVEL or E-mail confirming Registration
- Copy of FINAL AGENDA **plus** DATES and TIMES of **every** SESSION attended must be HIGHLIGHTED (THIS IS NECESSARY TO AWARD POINTS!)
- Follow-Up Form (SCH-1-2178) with appropriate supporting documentation attached

SCHOOL-WIDE or DISTRICT Implementation ONLY: Personnel who DO NOT have students assigned

Strateg(y)ies: One per day *Please see back of this sheet for examples (Attach additional sheet if necessary)

Choose a strategy learned at the Conference, online-training, workshop, seminar or Institute.

Day 1 Strategy _____

Day 2 Strategy _____

Please choose ONE of the three options below for follow-up:

____ Presentation made (date/time/to whom): _____

- Attached is a copy of the presentation/outline/PPT **and** the sign in sheet or e-mail distribution list

____ Discuss the impact the professional development attended will have on your school or the district.

(Impact Report should include minimum of 1/2 page **per strategy**, original work typed/double-spaced)

- Attached is the Impact Report

____ Follow-Up Form (SCH-1-2178) with appropriate supporting documentation attached

PLEASE SUBMIT THIS FORM WITH APPROPRIATE DOCUMENTATION TO YOUR IN-SERVICE COORDINATOR
WITHIN 30 DAYS OF THE ENDING DATE OF THIS ACTIVITY

For Professional Development Department Use Only

Approved _____ Disapproved _____ Signature _____ Date _____

Component Title _____ Component Number _____

Number of in-service points awarded: _____

Reason for Disapproval: _____

Acceptable Documentation Options in the Classroom - Hard Data such as:

- Student work samples with name(s) removed
- Student pre/post test scores with name(s) removed
- Pictures of students involved in strategy implemented
- Charts and/or graphs of student data
- End product/project as a result of training
(Ex. PPT presentation, Excel spreadsheet, copy of project/plan implemented.)
- Lesson plans **plus one of the above items attached**

Non-Acceptable Documentation Options in the Classroom:

- Copies of lesson plans without attachment(s)
- Faculty presentations
- Follow-up that does not include classroom implementation
- Research reports
- Copies of grade book pages

Examples of Strategies (Examples only - not to be copied):

- Example 1. Use Google Maps to improve student motivation to read.
- Example 2. Use technology to differentiate instruction in Reading.
- Example 3. Use manipulatives to increase student comprehension of simple subtraction.
- Example 4. Use Inspiration software for concept mapping and brain storming with students to increase comprehension and understanding.
- Example 5. Incorporate content vocabulary through physical movement activities relating to Football.
- Example 6. Use visual supports to facilitate transitions within the classroom.
- Example 7. Become a trained trainer and deliver training to district psychologists and guidance counselors on the Kaufman Assessment Battery for Children-II (KABC-II)

Examples of Measurable Strategies Evaluation (Examples only – not to be copied):

- Strategy 1 Evaluation: After using Google Maps in the classroom, 80% of students increased their reading time by 50% as evidenced by Reading Logs.
- Strategy 2 Evaluation: Students using BlackBoard Discussion Group for conversations regarding the book Catcher in the Rye demonstrated increased comprehension of characters and themes as evidenced through classroom test data.
- Strategy 3 Evaluation: 90% of students demonstrated increased skill in subtraction as evidenced by increased use of manipulatives during problem solving.
- Strategy 4 Evaluation: After using Inspiration, 90% of students increased concept mapping and brain-storming skills as evidenced using pre and post diagram views.
- Strategy 5 Evaluation: After incorporating football related vocabulary through physical movement activities, 85% of students demonstrated mastery as evidenced by obtaining an 80% or above on the football post assessment.
- Strategy 6 Evaluation: After implementing a picture chart of the classroom schedule, 80% student will use the visual schedule in transitioning throughout the school day as evidenced by observation.
- Strategy 7 Evaluation: The psychologists and guidance counselors who attended my training provided evidence that they understood the concepts of the KABC-II assessment through both a question/answer segment and a written summation of the training.