

**JACKSON PUBLIC SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT
OFF-SITE DOCUMENTATION**

***PRINCIPALS/SUPERVISORS:** This form must be completed by any classified or certified staff attending a conference, workshop, or any other off-site professional learning activity **OFF SITE/OUT-OF-DISTRICT ACTIVITY.**

NOTE: If attending an out-of-district conference or workshop, please complete and attach a copy of the ***VERIFICATION OF ATTENDANCE*** form to this document.
*Attach a copy of conference agenda and booklet.

NOTE: If you attended an off-site educational course, attach a copy of your university transcript.

NOTE: Employees **MUST** share the information learned with other teachers/employees OR demonstrate what was learned by using the strategy/materials in the classroom or department while being observed.

NOTE: Employees **MUST** complete this form within **10** days after the conference or professional development learning activity.

EMPLOYEE _____ **SCHOOL/DEPT.** _____

POSITION _____

NAME OF CONFERENCE/WORKSHOP _____

PD ACTIVITY/COURSE TITLE _____

LOCATION _____ **DATE(S) ATTENDED** _____

NAME OF TRAINER(S)/PRESENTER(S) _____

Briefly summarize what you learned at the conference/workshop:

Explain how you plan to use the information in your classroom/on your job.

Date teacher/principal/supervisor shared information with faculty/district: _____

OR

Date teacher/employee demonstrated in classroom/department: _____

Signature of Employee: _____

Signature of Principal/Supervisor: _____

OPD STAFF ONLY!
PD HOURS RECEIVED _____