

SYNOPSIS OF FORMS

FORM

PROCESS OF COMPLETION

PROFESSIONAL DEVELOPMENT GOALS

Individual completes with administrator and both sign in agreement. Both parties keep copies.

PARAPROFESSIONAL THREE YEAR PLAN FOR RECERTIFICATION

Individual completes with administrator and both sign in agreement. Both parties keep copies.

ACTIVITY COMPLETION FORM

At the completion of the activity, the individual completes the verification section. The individual obtains verifying official's signature or a certificate of completion. For activities without verifying official or certificate of completion, all that is needed is an administrator's signature. For coursework, a copy of the transcript including the grade must be attached to this form. Before turning this form in to be signed by the Professional Development Representative, the form must be signed by an administrator.

SAU-WIDE/SCHOOL-WIDE PROFESSIONAL DEVELOPMENT SPONSORED ACTIVITIES EVALUATION FORM

Individual completes form on the day of the inservice activity by filling in hours
Top half goes to the Professional Development Representative. Bottom half is for the individual's records.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN CLOCK HOUR RECORD

Individual may complete this form to keep a summarized record of clock hours completed each year of their certification cycle. A similar record will be maintained at central office.

SAU 16 INSERVICE WORKSHOP APPLICATION

Individual presenting workshop completes form and it is signed by Superintendent, Professional Development Chairperson(s), and the presenter. There are 2 ways for a presenter to complete this form. It can be completed for a fee or preparation hours. For preparation hours, an ACTIVITY COMPLETION FORM would also be required.

EDUCATOR NEEDS ASSESSMENT

Individual completes this form yearly, prior to February break, by filling in what presentations they would like offered by the SAU or at the individual school levels. If the individual is interested in presenting a workshop, he/she will indicate this on this form. When this form is complete, the individual turns it into his/her administrator.