

## EDUCATOR'S SUMMARY SHEET FOR PROFESSIONAL DEVELOPMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

School Improvement Goal: \_\_\_\_\_  
 \_\_\_\_\_

<b>1. Name of Professional Development (PD):</b> _____ _____			
Date of initial PD	Length of initial PD Hours    Days		Format of PD Examples: in-service, conference, study groups, peer coaching/ mentoring, etc.
<b>2. Describe how this PD related to the School Improvement Goal:</b> _____ _____			
<b>3. Describe how this PD benefited your professional growth and enhanced your knowledge and skills:</b> _____ _____			
<b>4. Describe how you <i>plan to implement</i> in your school and/or classroom what you learned from this PD:</b> _____ _____			

5. Name of PD follow-up and/or assistance to initial PD	Date(s)	<u>Length of PD</u> Hours    Days		Format of PD (see description above)	Funding Source (if known)

**6. Describe how you *implemented/used* in your school/classroom what you learned from this Professional Development:**

**7. What method of monitoring occurred? (che all that apply)**

**Teacher Survey**

**Administrative Observation Records**

**Peer Observation**

**Student Survey**

**Other (describe):** \_\_\_\_\_

**8. After monitoring occurred, describe what adjustments in implementation of this professional development took place in your school/classroom:**

**9. Did the implementation of this professional development in your school/classroom improve student achievement? (circle one)**

**YES**

**NO**

**If yes, describe how the improvement of student achievement is documented:**

**Additional comments:**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_