

Plan for Independent Professional Development on In-Service Days
Individual or Team Contract

This form must be submitted for approval 7 days prior to an in-service day

If a teacher or a group of teachers are not involved in an in-service day meeting or professional development activity designed by administration, he or she may complete and submit a plan for independent professional development.

Requirements: An individual or group of teachers must submit their name(s) and a brief description of the task(s) to be completed as part of the professional development plan. The activities must require the equivalency of work to a half-day of in-service (3 ½ hours) or to a full day of in-service (7 hours). The description of tasks can be outlined on this form and must be submitted for approval to the school principal and the Director of School Improvement **no later than seven days before an in-service day**. A brief final summary of work accomplished should be outlined on the back of this sheet with accompanying notes or products. This should be submitted to the school principal on the next school day.

Name(s) of Individual/Committee/Team:

Please provide a brief description of the tasks and expected outcomes for this professional development time.

Approval of the Plan:

Principal: _____

Director of School Improvement: _____

Date: _____

Summary of work completed:

Further Needs: