**Hamilton County School District**

**Implementation of Professional Development**

Employee must submit this page to the professional development coordinator documenting implementation of professional learning if in-service points are to be used for certificate renewal. If the professional development was conducted outside of the district, then HCS 7113A (Record of Out-of-District Professional Development) must also accompany this form.

Name of Employee:

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Activity: |  | | |
| Location: |  | Date(s): |  |

List and explain the follow-up activities (primary and other) you completed for documentation of the initial activity listed above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of  Follow-up | Time  Began | Time  Ended | Total  Hours | Activity  Code | Description of Follow-up  Activity Complete |
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| Follow-up Hours: | | |  |  |  |
| Hours for Initial Activity: | | |  |  |  |
| Total Hours: | | |  |  |  |

Enter the Activity Code (see below) that describes the primary means (50% or more) prescribed to monitor implementation of the professional development knowledge acquisition:

|  |  |  |  |
| --- | --- | --- | --- |
| M. | Structured Coaching/Mentoring | Q. | Lesson Study |
| N. | Independent Learning/Action Research | R. | Electronic, Interactive |
| O. | Collaborative Planning | S. | Electronic, Non-Interactive |
| P. | Participant Product | T. | Evaluation of Practice Indicators |

Enter the Evaluation Code – Student (see below) that describes the primary means (50% or more) of evaluation of the professional development:

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Results of State or District-Developed/ Standardized Growth Measures | D. | Observation of Student Performance |
| B. | Results of School/Teacher-Constructed Student Growth Measure(s) | F. | Other Performance Assessment |
| C. | Portfolios of Student Work | G. | Did Not Evaluate Student Outcomes |

Enter the Evaluation Code – Staff (see below) that describes the primary means (50% or more) of evaluation of the professional development:

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Changes in classroom practices | D. | Other changes in practices |
| B. | Changes in instructional leadership practices | Z. | Did not evaluate staff outcomes |
| C. | Changes in student services practices |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Inservice credit approved for use in certificate renewal? | Yes: | \_\_\_\_\_\_\_ (# of Points) | No |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of PD Coordinator/Date (Approval for Posting) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Inservice Points Entered By/Date | | |

HCS 7113B (Revised 10/15)