

Cowan Community School Corporation Professional Development Documentation Form

Teachers – Use this form if you have no other official documentation.

_____ School In-Service _____ Workshop
_____ Professional Conference _____ Presenter
_____ Student Teacher Supervisor _____ New Teacher Mentor
_____ Curriculum Development _____ Formal Committee Work

Please briefly describe the professional development activity:

Please list the date(s) and the amount of time. Do not include time for travel, lunch, etc.

Dates	Length (Hours)
_____	_____
_____	_____
_____	_____
TOTAL TIME	_____

- If not witnessed by your building administrator, please attach documentation that proves your attendance/participation.
- Get the form signed by your building administrator as soon after the activity as possible.
- The information above is accurate to the best of my knowledge.

Teacher Printed Name

Teacher Signature

Date Signed

Administrator Printed Name

Administrator Signature

Date Signed