

BUTLER SCHOOL DISTRICT
RECORD OF PROFESSIONAL DEVELOPMENT HOURS
School Year _____

Name: _____ **School:** _____

ANNUAL REVIEW OF COMPLETION OF REQUIRED PROFESSIONAL DEVELOPMENT HOURS – Each certified teaching staff member must complete a minimum of 100 hours of professional development in each five year cycle. Current five year cycle began September 1, 2005 and will end June 30, 2010.

<u>Professional Development Activity</u>	<u>Date</u>	<u>Number of Hours</u>	<u>Documentation</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

TOTAL HOURS COMPLETED FOR THE SCHOOL YEAR _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

This form shall be submitted at the time of the annual evaluation and preparation of the employee's Personal Improvement Plan.

Staff members are reminded that they have responsibility for keeping track of their personal progress toward attainment of the 100 hours and for maintaining supporting documentation to document hours earned out-of-district.