GARRARD COUNTY SCHOOLS

CERTIFIED EMPLOYEES 2018-19 PROFESSIONAL DEVELOPMENT LOG

Please maintain this log of your professional development activities and submit to your principal or immediate supervisor on or before **May 1st, 2019.** This record will serve as documentation of completion of the 24-hour professional development requirement for 2018-19 school year. **Failure to submit this form with all required signatures could result in payroll adjustment on your last check.**

IMPORTANT: DO NOT LIST ANY PROFESSIONAL DEVELOPMENT SESSIONS FOR WHICH YOU RECEIVED A STIPEND OR THAT WERE HELD DURING REGULAR SCHOOL DAY HOURS. ***(You may want to keep a separate record of those sessions for your personal portfolio or future resume.)*** **If you list professional development activities below that were held out of the district, please attach a certificate or other documentation verifying your participation.**

Date of Session	Topic(s) *(Please be specific)*	Presenter	Location	Hours	Personal Growth Goal		School Growth Goal?	
					YES	NO	YES	NO

Employee Name _____Employee Position _____ School _____
(Please print legibly) *(Indicate grade level(s) or department).*

Employee Signature_____Date_____

Principal/Supervisor Signature _____Date _____

Signatures verify completion of the required 24 hours of Professional Development for 2018-19.