

Charlotte Public Schools
RECORD OF PROFESSIONAL DEVELOPMENT FOR ALL TEACHERS
(Michigan School Code Requirements of Section 1527)

A Copy is to be submitted to the Associate Superintendent for Curriculum on or before May 1, 2012 including signatures of both the building administrator and teacher. Each year a copy of this form will be placed in a district file and a copy provided to the teacher for his/her personal record.

Name of Teacher: _____ Position: _____

Name of School where Assigned: _____ School Year: _____

I have completed **ALL 33 hours for elementary or 37.7 hours for middle school and high school** of district and building professional development related to the school improvement goals.

I completed _____ hours of district and building professional development due to _____ hours of unavoidable absences.

For clarification on attendance at Professional Development read the information from the tentative agreement:

1. Teachers who are absent on professional development days or hours due to paid leave taken under Article 6 or unpaid leave taken under Article 7 of the Agreement between the Board and the Association shall not be required to make up or reschedule those professional development opportunities in which the teacher did not participate due to such paid or unpaid leaves of authorized by the collective bargaining agreement.

However, in the event that a teacher's pattern of absence caused the administration to reasonably suspect that the teacher may be seeking to avoid participation in otherwise required professional development activities, the building administration shall convene a meeting with the teacher (and Association, if requested by the teacher) to investigate and discuss that concern.

2. Where a teacher is absent, with prior administrative approval, from professional development (at times specified in Article 18 of the Agreement between the Board and the Association and as designated on the School Calendar) because the teacher has a conflicting commitment (i.e. scheduled competition or league event) for the performance of other duties for Charlotte Public Schools which are compensated on Schedule B of the Agreement, that teacher shall be responsible for checking with his/her building administrator, or (his/her designee), regarding the content of the professional development missed.

Building Administrator: _____

Teacher: _____

Assoc. Supt. for Curriculum: _____

Date: _____