



## Documentation of Professional Development for Salary Hours

1. Name(s) of teacher(s) requesting salary hours: \_\_\_\_\_

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2. This professional development is:

- A course through an outside institution.** Non-district sponsored university coursework must be taken from a credible university and be a rigorous, high quality course. Courses should connect to your current teaching assignment and/or fulfill a specific department, building, or district need. In addition, courses from outside institutions should teach content and skills not taught by district offered courses/workshops. Finally, outside institution courses should assist our organization to meet district goals and/or result in quantifiable learning opportunities for students.
- A project proposal.** Project proposals should be submitted for planned activities above and beyond the normal work of a teacher. The project proposal should support district goals and initiatives that innovate. Work that is simply a part of the standard duties of a teacher is not eligible for salary advancement hours. Examples of this may include working in PLC time, writing lesson plans, or creating formative assessments. Examples of areas supporting district goals/initiatives eligible for salary advancement hours include standards based grading, elementary math instructional practices, and personalized learning.

3. How many hours **per teacher** are you requesting to complete the project/course? \_\_\_\_\_

4. What are the projected start and end dates for your project/course:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

5. Please describe your project or provide the course description:

6. What product will you create/how will this course help you support district initiatives?

7. What will your product/new learning do to enhance student learning/achievement?