TE-2900 Rev. 12/00

AUTHORITY: Section 1526 of Public Act 335, 1993.

COMPLETION: VOLUNTARY,

Michigan Department of Education OFFICE TEACHER/ADMINISTRATOR PREPARATION AND CERTIFICATION P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding this form to Dr. Frank Ciloski at (517) 373-6791.

ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT FOR BEGINNING TEACHERS

GENERAL INSTRUCTIONS: This form should be completed annually for each beginning teacher, signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy provided to the teacher for their portfolio/personal record. The form must be completed for each of a teacher's first three (3) years, but may continue to be used for additional years, at the school district's discretion, for recording professional development. (Please type or print. Make additional copies of this form as needed.)

This form is a Worksheet to be completed and retained by the school district. DO NOT return this form to the Department of Education.

NAME OF TEACHER: NAME OF SCHOOL DISTRICT WHERE EMPLOYED:					
NAME OF SCHOOL WHERE ASSIGNED:				· · · · · · · · · · · · · · · · · · ·	
NUMBER OF YEARS AS A CONTRACTUAL TEACHER (1st, 2nd or 3rd):					
NUMBER OF YEARS WITH THE CURRENT SCHOOL DISTRICT:					
MENTOR ASSIGNED FOR THE CURRENT YEAR:		CURRENT SCHOOL YEAR: 20 ~ 20			
NAME:		SOCIAL SECURITY NUMBER:			
EMPLOYER:					
PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES					
DATE	TITLE/ACTIVITY		PURPOSE/SKILL ADDRESSED	NO. OF HOURS ENGAGED	
SIGNATURE		DATE	DATE SCHOOL DISTRICT AUTHORITY (Type or Print)		
SIGNATURE		DATE	TEACHER (Type or Print)	TEACHER (Type or Print)	