

SALEM CITY SCHOOLS



Certification of Completion for Unscheduled Professional Development Day School Year 2010-2011

Please complete this form and deliver it to your school principal or your supervisor to certify that you have met the requirements for the one unscheduled staff development day included in the Salem City Schools calendar for 2010-2011. The deadline for completion of this form is June 1, 2011.

Date of Activity	Activity	Sponsoring Agency	Time of Activity	Number of Hours

(To receive credit for the one unscheduled professional development day, the total number of hours must be a minimum of six preapproved hours, exclusive of meal breaks.)

Name of Teacher _____ School _____

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____

(This form is for school use in order to verify payroll. Please do not send it to the Central Office.)