

AUTHORITY: Section 380.1527  
of [Public Act 289, 1995](#)

Michigan Department of Education  
OFFICE OF PROFESSIONAL PREPARATION SERVICES  
P.O. Box 30008, Lansing, Michigan 48909

## SAMPLE SCHOOL BUILDING RECORD of PROFESSIONAL DEVELOPMENT PROVIDED TO TEACHERS

**GENERAL INSTRUCTIONS:** Section 380.1527 of Michigan's Revised School Code requires school districts to provide five days of professional development to teachers each year. This form is a sample of record keeping to be maintained by the building principal, or individual with school district authority for professional development, to show district compliance with Section 1527 of the School Code. Some form of record-keeping should be completed each year to assist in documenting professional development and reporting it in the Days and Clock Hours Report. *The school district may use any form or management system for record keeping. This form is a SAMPLE worksheet that can be completed and retained by the school district. DO NOT return this form to the Michigan Department of Education.*

School Year: \_\_\_\_\_ 2015 - 2016 \_\_\_\_\_

Name of Building: \_\_\_\_\_ AUTHORITY: Section 380.1526 of [Public Act 289, 1995](#)

Name of School District: \_\_\_\_\_ Hamilton Community Schools \_\_\_\_\_

### PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE OF ACTIVITY	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS PROVIDED	NUMBER OF TEACHERS IN ATTENDANCE
9-2-15	Marzano Standards Based Grading and Assessment	Grading and Assessment	6	150
9-3-15	Marzano Standards Based Grading and Assessment	Grading and Assessment	6	No more than 50 in a setting
10-29-15	Marzano Standards Based Grading and Assessment	Grading and Assessment	6	No more than 50 in a setting
2-15-16	Marzano Standards Based Grading and Assessment / MVU Blended Learning	Grading and Assessment / Instructional Practice	6	No more than 50 in a setting
5-11-16	School Improvement	School Improvement	3	No more than 50 in a setting
9-23 / 10-14/ 11-11 / 12-09 / 1-20 / 3-16 / 4-27 /	Marzano SBG / Book Studies / Marzano Eval Tool Training	Grading and Assessment / Instructional Practice	14	No more than 50 in a setting

Signature of Principal/District Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT RETURN THIS FORM TO THE MICHIGAN DEPARTMENT OF EDUCATION  
THIS COMPLETED FORM IS TO BE RETAINED BY THE SCHOOL DISTRICT**