



NEWPORT PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT TRACKING FORM

Directions: This form is being provided for use to individuals holding a Professional Certificate as a courtesy to help you maintain your Personal Learning Units (PLU). Maintenance and tracking of these activities are the responsibility of the individual and not the building principal or district. In order for the Newport Public Schools to confirm these activities this form must be used with your building principal and the district to sign off your completion of the requirements to retain your certification. The district recommends the following:

1. Record your completed Professional Development activities in the table below.
2. Download this form and save in your Google Drive or as you see fit.
3. Upon completion of your activities, share this tracking form via Google Drive or hard copy or as you see fit, with your Principal as needed.

Print Name: _____	Teacher ID # _____	School Year _____
Certificate Title: _____		District/School: _____

Activity	Provider	Dates of Activity (Start to Finish)	Number of Hours Obtained for Activity
Total Number of Hours			

NOTE: Signature required only if you have an Alternative Certification and submitting to the State Department of Education.

I have reviewed the completed professional development activities and I am in agreement with/and approve the activities listed above.

Signature of Certificate Holder	Date	Signature of Principal	Date
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