



SJCSD Professional Learning Log *

* **Please note:** If you are seeking inservice credits that will count towards the SWD Certification Renewal Requirement, please complete the Application on the Professional Learning (PL) web page and Receive Approval **before attending the event.**

This form is used to apply for inservice points for professional learning opportunities (PLO) that take place outside the district or that are not preapproved as indicated on the district's Professional Learning webpages. **A separate learning log must be submitted for each PLO.**

Submit the following required documentation to the Department of Leadership and Professional Learning **within 30 days** of attending any PLO. Professional Learning Logs submitted **beyond 60 days** may be significantly delayed before being processed. **Submission options:** 1) Upload in Business Plus, 2) Submit to your school/department professional learning contact, 3) email the Department of Leadership and Professional Learning, or 4) send via inter-office mail.

Name & Employee Number:	School/Department:	Principal/Supervisor	
Professional Learning Activity Title		Start Date	End Date
Type of Professional Learning Activity <input type="checkbox"/> PLC <input type="checkbox"/> Peer Mentoring/Coaching <input type="checkbox"/> Classroom Observations <input type="checkbox"/> Supervising Interns/Practicum <input type="checkbox"/> Conference/Seminar <input type="checkbox"/> Other (explain) _____			

Required Documentation

(1) Both pages of the Learning Log, (2) a copy of the program agenda with the times of sessions attended highlighted or circled, (3) Evidence of Registration for the Event (4) An official certificate of completion with the participant's name, date(s) of the event. Any submission without a certificate of completion will be reviewed and approved on an individual basis.

This section is to be completed by the SJCSD Department of Leadership and Professional Learning Staff.

Signature	Date	Component	Points
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Date	Time (Start-Finish)	Required* 1) Learning objective for each session 2) Summary of your learning (How it applies to your role?) *A separate Word document should be attached if more space is needed.
Total Hours Requested _____		