

AUTHORITY: Section 380.1526
of [Public Act 289, 1995](#)

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

RECORD OF PROFESSIONAL DEVELOPMENT PROVIDED TO BEGINNING TEACHERS

GENERAL INSTRUCTIONS: Section 380.1526 of Michigan's Revised School Code requires school districts to provide fifteen days of professional development to new teachers across the first three years of their employment (aligned with the individual development plan and mentor's advice). This form should be collected annually for each beginning teacher, then signed and dated by the building principal, or individual with school district authority for professional development, to show district compliance with Section 1526 of the School Code. A copy of this form should be kept in the school district personnel file (in case of a REP audit). A final, signed copy should be provided to the teacher for his/her personal record (in case of employer change within the first three years). Documentation of this information must be completed for each of a teacher's first three (3) years.

Name of Teacher _____ School Year _____

Name of School District Where Employed Almont Community Schools

Name of School Building Where Assigned _____

Number of years as a Teacher (1st, 2nd or 3rd) _____ School Year Hired _____ Number of Years with Current School District _____

Date the Individual Development Plan was Initiated/Updated _____

Name of Mentor Assigned for the Current Year _____

Mentor's POSITION/STATUS (teacher, university faculty, retired teacher) _____

Mentor's EMPLOYER Almont Community Schools

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	#1 for Classroom Management, #2 for Instructional Delivery	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS PROVIDED

Signature of Principal/District Designee: _____ Title: _____

Signature of Teacher: _____ Date: _____