human resource development

Record of Participation

Submit this form to HRD Inservice within six (6) months of the staff development activity end date.

ALL INFORMATION MUST BE PRINTED OR TYPED

PARTICIPANT LAST NAME: | **PARTICIPANT FIRST NAME:** | **PERSONNEL NO:**

ACTIVITY NAME:

DATE(S): BEGINNING DATE: | **ENDING DATE:**

In order to receive inservice points, either complete this form during the activity or attach a class syllabus with hours and dates and forward to HRD with proof of attendance (e.g., TDA, registration receipt, or certificate), if applicable. Each day must be broken down in detail by time and session attended. Do not list, for example, as a full day, 8:00 am to 4:00 pm.

One (1) inservice point will be awarded for every hour of active participation up to six (6) hours maximum per day. Inservice points cannot be awarded for the following activities: business/committee/advisory meetings, registration, breakfast/lunch/dinner without a speaker and activities involving students. A maximum of one (1) inservice point may be approved for Exhibits per conference.

Date of Activity Attended	Description of Each Session	Begin time	End time	Number of Hours in Session	For HRD Use Only
EXAMPLE 5/30/04	Strengthening Written Language for Learners of English	9:00 am	11:00 am	2	
5/30/04	Closing the Gap for Learners of English	11:00 am	12:00pm	1	
			TOTAL:		

Form No. 2004B (7/04)

DUPLICATE AS NEEDED