

Houston Independent School District Professional Development Attendance Form

Intended to fulfill the 45-Hour District Requirement
200__ - 200__

Last Name _____ Employee #

First Name _____ School _____ Position _____

I have attended the following workshops, courses, and/or activities. These were completed during the period of **June 1, 200__**, to **May 31, 200__**, and each course meets the specified guidelines on the back of this form. I understand that these workshops comply with the district requirement of 45 hours of professional development for the 200__-200__ school year. Upon completion, this form will be given to the principal.

DATE	HOURS	NAME OF COURSE OR BRIEF DESCRIPTION OF THE ACTIVITY	PRESENTER	LOCATION

TOTAL HOURS
(45 Required)

Teacher's Signature Date

Principal's Signature Date

The principal's signature acknowledges receipt of this form. It is not intended to verify attendance.