

Forms for Completion of IPDP

- **Cover Sheet**—Required from all certified employees at the beginning of each license.
- **Individual Professional Development Plan**—Required for anyone renewing or transitioning to a license. Goals can be chosen from the Goals Guide in this handbook or those of your own choosing. Keep in mind the district CIP goals and your building SIP goals when planning for improvement. You may choose as few or as many goals as you like.
- **Activity Verification Form**—Required for any activities for which you expect PDUs to be granted. Use this form for any inservices during the school year, including those that occur during common plan time. This form is also necessary for workshops you attend outside of the school. Simply attach any certificates of attendance with a contact signature to the completed AVF. A signature on your AVF is not required for college coursework where a transcript is issued.
- **Activity Pre-Approval Form**—This form is only required if you plan to obtain PDUs through an independent project. There are sample activities listed in the Professional Development Options guide at the end of this handbook. Submit to LPDC **before** beginning the planned activity. Once approved, submit AVF for final PDUs to be granted.
- **Activity Log**—For your use to keep track of your PDUs. This is not required to be turned in to the LPDC, but is a helpful tool for keeping track of your progress.
- **LPDC Verification Form for Transition of a Certificate to a License and Renewal of a Five-Year License**—This form is completed when you are ready to renew or transition your license. Send this to the LPDC when you are ready to renew your license.
- **Approval Verification Form for Educators Leaving a LPDC**—This form is used when leaving the district for employment in another district. Request this release from the Superintendent's office, and it will be acted on at the next regular LPDC meeting. Copies of all completed paperwork will be sent to you. Make sure your IPDP is current and all AVF and transcripts have been sent to the LPDC.