

<b>SFUSD Annual Professional Learning Plan &amp; Activities Record</b>	<b>School Year 24-25</b>
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<b>PURPOSE OF THIS DOCUMENT (all or any of the following):</b> <ul style="list-style-type: none"> <li>• <b>18 Paid PD Hours:</b> Summarize activities that satisfy the 18 PD Hours for UESF-represented, certificated/classified educators;</li> <li>• <b>7 Hour Contractual PD Day for Paraeducators:</b> Summarize activities that satisfy the payment for this PD payment (paraeducators only);</li> <li>• <b>Renew a Child Development Permit:</b> Summarize activities that satisfy 105 professional growth hours for child development permits;</li> <li>• <b>Professional Learning Units:</b> Document activities of certificated staff earning incremental salary credit at SFUSD (see <a href="#">PL submission form</a>);</li> <li>• <b>Document other paid or unpaid professional learning activities</b> (for your own record and/or as documentation for your supervisor to input pay)</li> </ul>	<b>USE OF BOTTOM OF TEMPLATE FOR SALARY CREDIT or Pre Approval</b> <i>If pre-approval or a pre-meeting with your supervisor is required for the PD you are requesting, use bottom of this template to record meeting notes and agreements. If a summary of activities or a learning portfolio is required, use bottom of this template.</i>
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Name:	Employee ID #	Work Location (Site or Department/Team):
Name of Supervisor:	Title of Supervisor: Principal	

### Log of Professional Learning Activities

Activity/PD Title	Activity Description <small>(You may reference the District Professional Development website)</small>	Date(s) of Activity	Total # of Hours	Did you sign in? Can you provide attendance documentation? <small>Sign in Form 24-25 5/1</small>	What form of payment/credit are you requesting?	Administrator Pre-approval <small>(not needed for pre-service institutes)</small>	Administrator Sign-Off (full name) <small>Attendance Data 24-25 Attendance record 23-24 Attendance record 22-23</small>	Date Admin Approved Payment (MM/DD/YY) in EMPowerSF
Example: Paraeducator Institute	Example: Attended 2 workshops: 90 min Wksp: Humanizing Classrooms 60 min Wksp: Thinking Routines	Example: August 9, 2022	Example: 2.5 hrs	<input checked="" type="checkbox"/>	18 Paid PD Hours for Educators			
Example: Digital District Day	Example: Attended full day (therefore 7 hours)	Example: August 10, 2022	7 hours	<input checked="" type="checkbox"/>	7 Hour Contractual Day for Paraeducators			
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Initial Meeting Date w/ Supervisor (if applicable):	Final Meeting Date w/ Supervisor (if applicable):
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Supervisor Signature:	Supervisor Signature:
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Notes from initial meeting with Supervisor (agreements made, etc.)	Notes from final meeting with Supervisor (agreements made, etc.)
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**Summary of Professional Learning Objective/s**  
 Educators can choose from a variety of professional learning offerings to personalize their learning and development. Using the space below, briefly describe how professional learning activities listed in this record support either the a) school site plan; b) SFUSD's larger strategic plan; and/or c) the educator's chosen area of instructional practice.

Learning Portfolio Demonstrating Outcomes of Professional Learning  
 (provide link if applicable)