



Kannapolis City Schools

Staff Development Activity Log

This form is to be used for documentation of activities for Staff Development when the individual activity is less than 10 hours, but can be combined with other relevant activities **within the same content area**. In order to receive CEU credits, the total staff development activity must equal at **least** 10 contact hours. Please type in each of the gray boxes. Use the Tab key to move to the next field. Print and sign this log sheet. Give this form and a copy of your evaluation, to your principal/designee for their verification and signature. Your Principal/Designee will submit the form to the Central Office for approval and posting.

Participant's Last Name	Participant's First Name	School	Licensure Area(s)

Name of Staff Development Activity:

Start Date	Closing Date	Hours in Session	Literacy CEUs Requested	Academic CEUs Requested <small>(Staff Development must be directly related to your licensure areas in order to receive Academic CEUs)</small>	Principal's CEUs Requested	Total CEUs Requested

Enter the data for each activity including the date and time spent on each activity.

Date	Beginning Time	Ending Time	Location	Description of Learning

A brief description of the staff development activity must be included in the description (i.e. explanation, lesson plan, agenda, etc.) This form, along with your evaluation, is due to your principal/designee **no later than two weeks after the date of the last activity.** **By signing, you and your principal/designee are verifying that the activity/staff development took place and that the dates and times listed are accurate.**

Participant's Signature

Principal's/Designee's Signature

Date: _____

Date: _____

Approved by: _____

Amount of CEUs Awarded: _____