

**Union County Public Schools
Lateral Entry Ten-Day Staff Development Verification Form**

Date that the teacher reported to work after completion of the ten-day staff development requirement

Employee Legal Name: _____ **Social Security Number:** _____ **School:** _____
Telephone Number: _____ **Address:** _____

Staff Development Activities	Date(s) Completed	Hours/ Days Awarded (6 contact hours required to constitute a day)	Person Verifying	Days Approved For Pay
Classroom Observation(s)				
Workshop or Other Professional Development Activity				
Effective Teaching Practices				
Previous Training or Experience (maximum of 2 days) <ul style="list-style-type: none"> • Teacher Assistant • Substitute Teaching • Substitute Teacher Effectiveness Training • Courses Beyond the Bachelor's Degree 				
Building-level Activities (maximum of 4 days) <ul style="list-style-type: none"> • Work with Assigned Mentor • School Retreat • Departmental Planning • Workday of Staff Development or Planning Meeting 				
Appropriate Professional Development Audio-Visual Training <ul style="list-style-type: none"> • DPI Professional Development for Excellence in Teaching Learning Modules • <u>First Days of School Series</u> (Harry Wong) • Other: _____ 				
Total Days/ Hours				

Instructional Director / Date: _____ / _____ **Teacher/ Date:** _____ / _____

The teacher should be paid for _____ actual days of staff development activities at a rate of _____ per day for a total of \$ _____.

Licensure Specialist/ Date: _____ / _____ **Approved for Payment:** _____ / _____
Executive Director of Human Resources / Date

The Lateral Entry Teacher must complete the ten-day staff development requirement before he/she begins his/her classroom teaching experience. The appropriate Instructional Director will forward a copy of the completed verification form to the principal and Licensure Specialist. The Instructional Director should verify the actual number of days that the teacher qualifies for additional pay.