



# Staff Development Reimbursable Reporting Form-*Green* (Teachers & Classroom Aides only)

Record the information specific to each participant for each appropriate staff development activity. Attach supporting documentation (copies of time cards, conference forms, sign in sheets, etc.) to this form. Sign and date the form below. Submit paperwork to the CES Office Assistant for data processing.

Employee		Total # of Hours	Code	Event	Date
Last Name	First Name				

Description of Activities for Teachers & Instructional Aides (reimbursable)	Code
Curriculum Development	CD
Computer Technology	CT
Effective Teacher Strategy	ETS
New Teacher Induction	NTI
Staff Inservice	SI
Strategic Action Plan	SAP
Teacher Conference	TC

Comments or Notes:

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**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Data entered by:** \_\_\_\_\_

**Date:** \_\_\_\_\_