

2019-2020 Special Education Para PD Timesheet



Name: _____ Building: _____

****This form is only used if unable to be present at the assigned PD days as part of the paraprofessional work calendar.**

Make up / Additional Hours Completed beyond the assigned PD days:

Date	Time In	Time Out	Hours Completed	Purpose and Nature of Professional Development

Total Hours Completed: _____

Principal Signature / Date
RETURN FORM TO CENTRAL OFFICE SPED

*All special education paraprofessionals are required to attend the additional PD days built into the work calendar. If you were hired after the assigned District PD days, the employee must complete the PD through other processes.

- Any PD not pre-approved by the Special Services Office will not be reimbursed.
- All special education paraprofessionals must complete all required PD hours every year.