

Chesapeake Conference

**School Held Staff Development Documentation Form**

Please complete this form and submit to the Office of Education at the completion of your Staff Development (full day or minimal day). Thank you.

School: \_\_\_\_\_

Administrator: \_\_\_\_\_

Date of Staff Development \_\_\_\_\_

Time/Number of Hours \_\_\_\_\_

Objective(s):

Presenter(s):

Title (if applicable):

Briefly state how this staff development helps to support the school's or Conference's goal(s):

Were objectives met in this session?

Please share any comments about how helpful this staff development was, or further needs or concerns for this area.

Include a list of staff in attendance (You can include school list and highlight those in attendance, if helpful).

Signature of Principal

Date Submitted