

**New Brunswick Public Schools**

# PO #:

**Professional Development Reflection and Report Form**

The purpose of this form is to provide an instrument that will help to focus thinking about how the ideas gleaned from professional development activities may be utilized within the classroom, and also to provide a vehicle for subsequent professional conversations about PD activities and ideas. If you will be seeking any type of reimbursement for participation, this form must be submitted to your building administrator, within seven (7) school days following the activity (N.J.S.A.18A:11-12(4)(d)).

Staff Member’s Name:

Staff Member’s Assigned School(s):

Staff Member’s Assigned Subject Area and/or Grade Level(s):

Title of the PD Activity:

Date(s) and Hours of PD Activity:

Make a bullet list of the most important elements, ideas, or takeaways, from this activity:

Date

Administrator’s Signature

Date

Staff Member’s Signature