District Provided PD Reporting form. The form has been provided to you as a PDF form that you can fill out on your computer and as a Word document. Instructions on completing the form are below.

DPPD Word Version

DPPD PDF Version

Instructions for completing and submitting the DPPD form

DPPD Word version:

1. Download the form
2. Print the form
3. Clearly enter the following information:
   - School year
   - Date you completed the form
   - Teacher name
   - Building
   - The description, category, number of hours and date for **each individual** professional development activity listed. Reference the category codes and acceptable activities list included in the form.
   - Total number of hours
   - Sign the form
   - Submit to your building principal by June 1 of the current school year
   - You will receive a copy of the form after it has been approved by your building principal and central office.

DPPD PDF version:

1. Download the form
2. Key in the following information: (Form is set to tab to the next field)
3. Make sure to save the form before closing
   - School year
   - Date you completed the form
   - Teacher name
   - Building
   - The description, category, number of hours and date for **each individual** professional development activity listed. Reference the category codes and acceptable activities list included in the form.
   - Total number of hours
   - Save a copy for your records
   - Print a copy
   - Sign the form
   - Submit to your building principal by June 1 of the current school year
   - You will receive a copy of the form after it has been approved by your building principal and central office.

When completing your district pd form please do not enter more than 30 hours of activities. We do not need you to list all of the PD you participated in this year. Please note that you can use all of the pd hours you have accumulated during the school year for certificate renewal, but since we are only required to enter 30 hours of pd for each staff member into the Registry of Educational Personnel data base there is no need for you to report more than 30 hours on the district form.