

Lancaster City Schools Professional Development Committee
Explanation of Forms

FORM NAME	ITS USE	WHEN TO SUBMIT
Professional Development Plan Proposal (Blue)	<ul style="list-style-type: none"> - For initial plan proposal - To revise your Professional Development Plan 	<ul style="list-style-type: none"> - Before beginning your activities - Once you begin your last renewal of your certificate - When your job assignment changes
Activity Verification Form (White)	<ul style="list-style-type: none"> - To record hours for Group 3 and 4 activities - To request preapproval for Group 4 activities 	<ul style="list-style-type: none"> - When applying for a license - Before beginning the activity when applying for preapproval of a Group 4 activity
Final Requirement Checksheet (Green)	<ul style="list-style-type: none"> - To request renewal of a license - To request conversion of a certificate to a license 	<ul style="list-style-type: none"> - After January 1 of the year the certificate or license is to expire - Upon completion of all activity requirements
Activity Log (Yellow)	<ul style="list-style-type: none"> - To keep a record of accumulated hours and activities 	<ul style="list-style-type: none"> - When submitting Final Requirement Checksheet