

AUTHORITY: Section 380.1526 of [Public Act 289, 1995](#)

Michigan Department of Education  
OFFICE OF PROFESSIONAL PREPARATION SERVICES  
P.O. Box 30008, Lansing, Michigan 48909

**MADISON DISTRICT PUBLIC SCHOOLS  
ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT  
PROVIDED TO TEACHERS**

GENERAL INSTRUCTIONS: Section 380.1526 of Michigan’s Revised School Code requires school districts to provide fifteen days of professional development to new teachers across the first three years of their employment (aligned with the individual development plan and mentor’s advice). This form is a record of information that is collected annually for each teacher, then signed and dated by the building principal, or individual with school district authority for professional development, to show district compliance with Section 1526 of the School Code. Each year, data from this form should be entered in the Registry of Educational Personnel (REP) by the district. A copy of this form will be kept in the school district personnel file (in case of a REP audit). A final, signed copy should be provided to the teacher for his/her personal record (in case of employer change within the first three years). Documentation of this information must be completed for each of a teacher’s first three (3) years. *This form is to be completed by the teacher annually and submitted to HR no later than June 1<sup>st</sup> each school year. **DO NOT** return this form to the Michigan Department of Education.*

Name of Teacher \_\_\_\_\_ School Year \_\_\_\_\_

Name of School District Where Employed \_\_\_\_\_

Name of School Building Where Assigned \_\_\_\_\_

Number of years as a Teacher (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) \_\_\_ School Year Hired \_\_\_ Number of Years with Current School District \_\_\_

Date the Individual Development Plan was Initiated/Updated \_\_\_\_\_

Name of Mentor Assigned for the Current Year \_\_\_\_\_

**DO NOT RETURN THIS FORM TO THE MICHIGAN DEPARTMENT OF EDUCATION  
THIS COMPLETED FORM IS TO BE COMPLETED BY TEACHER ANNUALLY AND RETAINED BY THE SCHOOL DISTRICT DUE NO LATER THAN JUNE 1ST**

Mentor's POSITION/STATUS (teacher, university faculty, retired teacher) \_\_\_\_\_

Mentor's EMPLOYER \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES**

DATE	Registry of Educational Personnel (REP) Category #1 OR #2 (#1 for Classroom Management, #2 for Instructional Delivery)	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS PROVIDED
8/28-29	<i>#1 Classroom Management</i>	<i>Understanding Poverty</i>	<i>Engaging Students</i>	12

Signature of Principal/District Designee: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

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