

# WASHINGTON TOWNSHIP PUBLIC SCHOOLS

## PROFESSIONAL DAY REPORT FORM

*In accordance with Regulation 3240, this form must be completed and submitted to the building Principal within **5 days** following the workshop. A copy should also be submitted to the Department Supervisor, if applicable.*

**PLEASE PRINT THIS FORM AND ENTER DATA MANUALLY.**

Date of Report: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

School: \_\_\_\_\_ Subject/Grade: \_\_\_\_\_

Dates(s) of Workshop/Meeting: \_\_\_\_\_

1. Workshop/Meeting

a. Name and/or Topic: \_\_\_\_\_

b. Length of Time: \_\_\_\_\_

2. Sponsor(s) of Workshop: \_\_\_\_\_

3. Presenter(s): \_\_\_\_\_

4. Brief Description: \_\_\_\_\_

5. Most Relevant Aspects: \_\_\_\_\_

\_\_\_\_\_

6. Specify how you will use this workshop/training in carrying out your professional responsibilities?

\_\_\_\_\_

\_\_\_\_\_

7. Would you recommend this workshop to others? Yes \_\_\_\_\_ No \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

If yes, who? \_\_\_\_\_

8. Other comments/suggestions (additional information) can be attached to this form.