Professional Development Sign-in Sheet

Instructions

\**Please remove instructions section prior to using*\* Fill in the bracketed highlighted information**.** Prior to the professional development ensure the LEA has appropriate internal controls in place to record which funding sources are appropriate for the staff positions attending, including detailed records that indicate which funding source is being used for all participants attending. Records may be requested as part of monitoring. **Failure to document the requested information may result in disallowed costs for the LEA.**

[Name of Professional Development]

[Date of Professional development – MM/DD/YYYY]

[Duration of Professional Development # of Hours or Minutes]

[LEA and/or School Name]

| **First and Last Name** | **Title/Position[[1]](#footnote-2)** | **Signature** |
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1. [Allowable vs. Unallowable Staff:](https://education.vermont.gov/documents/professional-development-for-other-school-leaders-using-title-ii-part-a)

   Title II, Part A funds may be used to pay for the professional development of teachers, principals, and other school leaders as defined in ESEA Section 8101(A)(44). Two important considerations that may be helpful in determining if an individual meets the ESEA definition of "other school leaders" are: if the individual is directly involved in the day-to-day instructional process; and

   if their daily work is performed physically within an elementary or secondary school.

   The list below outlines which individuals may or may not receive professional development funded by Title II, Part A. **Allowable: Principals, Assistant Principals, Teachers, Academic Coaches, Teacher Leaders**. Not Allowable: Guidance Counselors (unless providing direct instruction, then costs may be prorated see link), Superintendents, Administrative Staff, Curriculum Directors (except for the portion of time spent providing direct professional development to staff in the "Allowable" list), Nurses, Bus Drivers, Custodians, Paraprofessionals (except for professional development on identifying and preventing child sexual abuse), School Board Personnel [↑](#footnote-ref-2)