

## Sign in Sheet - Professional Development Hours Process During School Closures

1. Enter the Course/Workshop Title, Presenter/Facilitator Name and Date.
  2. Identify the Sponsoring Organization and other requested information.
  3. Type or print your first and last name and the building where you serve.
  4. If you have access to a printer, print the document and then sign in ink in the designated column. If you do not have access to a printer, type your name in the signature column.
  5. In the PD@CSD column, enter the number of hours you attended the course. (Course must have been accessed outside of contracted hours; If you know your remaining PD allocation, enter a number within that amount. If you're not sure, enter the total number of hours attended and payroll will verify.)
  6. **If this is a PD@CSD course**, enter the number of clock hours in the Clock Hour column. This will serve as the "sign-in" sheet for clock hours. **If this is not a PD@CSD course**, follow the directions provided by the course instructor/organization.
  7. Send this form to Kari Swanson by either: a) sending the hard copy to ZAC, attn: Kari Swanson\*; or b) use the "share" button to share this google sheet with Kari Swanson.
  8. Claim your clock hours (if offered for the course) by completing the process through ESD pdEnroller.
- \* If you are sending a hard copy to Kari via mail, the address is: Kari Swanson, Zellerbach Administration Center (ZAC), 841 NE 22nd Ave., Camas, WA 98607.

**Course/Workshop Title:** \_\_\_\_\_

**Presenter/Facilitator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Organization:** *(Select below)*

<input type="checkbox"/>	<b>Camas School District</b>	If sponsored by CSD: PD@CSD Course #: <input style="width: 50px;" type="text"/>	
<input type="checkbox"/>	ESD 112		<i>(To verify the course only. Participants who want clock hours from the ESD still must sign in with the ESD and complete clock hour paperwork.)</i>
<input type="checkbox"/>	ESD other than ESD 112: _____*	<input style="width: 50px;" type="text"/>	
<input type="checkbox"/>	An Oregon ESD: _____*		
<input type="checkbox"/>	The Office of Superintendent of Public Instruction (OSPI)*		
<input type="checkbox"/>	Camas Education Association (CEA), WEA Riverside Uniserv, or Washington Education Association (WEA) - [Circle which one]*		
<input type="checkbox"/>	Professional Educator Association (e.g., National Council of Teachers of Mathematics, American School Counselors Association):*		
	Name:	<input style="width: 80%; height: 15px;" type="text"/>	
<input type="checkbox"/>	Other Professional Organization (e.g., Center for Strengthening the Teaching Profession, College Board, Center for Teaching Quality):*		
	Name:	<input style="width: 80%; height: 15px;" type="text"/>	

**\*If the course is not sponsored by ESD 112 or Camas School District, please attach VERIFICATION of your attendance at the event for each participant who signs below. Verification can include one of the following:**  
*A certificate of completion provided by the event sponsor; A copy or digital photo of the sign-in sheet for attendance at the event; A copy of a completed, signed clock hour form from the event; A receipt or other paperwork verifying enrollment/attendance/participation; If you have alternative forms of verification, please confirm their acceptability with the district office to ensure compensation.*

TYPE or PRINT first name	TYPE or PRINT last name	If you are able to PRINT this form, please SIGN below in ink  If you are not able to print this form, TYPE your name below to signify your signature.	Building	Role (Certified or classified)	PD@CSD: Number of hours outside of contracted hours (within your remaining PD allocation)	Clock Hours: If the course qualified for clock hours, please enter the number of hours completed	Reserved for Payroll
<b><i>In order to be paid from your 14-Hour Allocation, your name needs to be readable.</i></b>							
1							
2							
3							
4							
5							
6							

**Submit to Kari Swanson at ZAC.**  
 District Office Approval Signature: \_\_\_\_\_