

District Data Report

Report of Professional Visit

Teacher's Name: _____

School: _____

Date of Professional Visit: _____

Place of Visit: _____

Give a brief report of the visit or workshop attended, including specific areas of curriculum and related pertinent information (continue on reverse side if necessary).

Dissemination of information to members of the staff

Date _____ Signatures

This report is to be submitted to the office of the Superintendent within five working days of the trip.

Submitted by: _____

Date: _____

HARRISON SCHOOL DISTRICT

Report for Board Members/Staff who have attended:

1. Training and seminars
2. Conventions and conferences
3. Retreats

Brief description of the primary purpose for the travel:

Summary of the goals and key issues that were discussed:

(Continue on back if necessary)

The relevance of the items discussed at the event to improving instruction or the operation of the school district:

Name: _____

Place of Event: _____

Date of Event: _____

Date Report Submitted: _____

Statutory requirement:

After the event, **attendees must provide a brief report** that includes a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. [P.L. 2007, c. 53: travel requirements at N.J.S.A. 18A:11-12]

HARRISON SCHOOL DISTRICT WORKSHOP EVALUATION

NAME: _____ SCHOOL: _____

DEPARTMENT OR GRADE: _____

Kindly complete this evaluation form, since your feedback will provide us with information for future workshops. Please evaluate the workshop from 1 to 5, using 5 as the "Highest Rating" number.

Title of Workshop: _____

Date of Workshop: _____

In-District

Out-of-District

	1	2	3	4	5
1. The workshop was well-organized, instructional and revelant.	---	---	---	---	---
2. The organization of the workshop was appropriate in length and a good learning experience.	---	---	---	---	---
3. The presenter was articulate, knowledgeable of the subject matter, and maintained a professional demeanor.	---	---	---	---	---
4. Handouts and materials cited were appropriate and usable in your classroom.	---	---	---	---	---
5. The instructional strategies and techniques will be used by me.	---	---	---	---	---
6. There was sufficient time and opportunity for dialogue and exchange of ideas.	---	---	---	---	---
7. Additional follow-up workshops on this topic would be appreciated.	---	---	---	---	---
8. I will share the information from this workshop with my peers.	---	---	---	---	---

COMMENTS: (Please provide statements that would improve presentations, include strong points of the workshop.)