

## Preparing your Related Professional Activity Form for Summative Evaluation

From the DSC Educator Evaluation application, “create new” Related Professional Activity Form

OR.... If you already started one, “View” this year’s form. It will look like this...

**Edit Related Professional Activities Form**

Teacher: Schmook, Mike School: Cecil County District Office

**Documents**  
No Items Found.

Add Professional Contribution

1--Click here to add professional contributions.

**Professional Contribution Log**

Date	Additional Dates	Event or Service	Contribution
9/11/2014		Parent night	Planned, hosted, baked, set up chairs, valet parked cars, organized Blue Angels Fly-over and conducted faculty choir

Add Professional Development

2--Click here to add PD activity not listed below.

**Professional Development Log**

Date	Additional Dates	Event or Service	Development
2/10/2020		2nd year miniconference	4 options for PD for second year teachers

Print/Upload

**Completed Workshops for School Year 2015**

Workshop	Workshop Number	Date	Time	Building	Location	Attendance Hours	Options
Secondary Science Curriculum Meeting April 2015 (2 of 2)	703	04/23/2015	3:30 PM-5:30 PM	Elkton Boulevard	TBD	2.00	None
Secondary Science Curriculum Meeting April 2015 (1 of 2)	703	04/14/2015	3:30 PM-5:30 PM	Elkton Boulevard	TBD	2.00	None

3--These items were populated by DSC from workshops.

4--This gives option to create a PDF for printing and signing.

See the accompanying PDF of Mike’s Fake Related Professional Activity Form 2015 to see what you would print, sign and submit to evaluator. There is no need to digitally “SUBMIT” the form this year, as it is kept current in real time. Just make sure your records are complete when you print and submit the signed document to your evaluator.