

Employee: \_\_\_\_\_

**I CERTIFY THAT I HAVE COMPLETED THE FOLLOWING ENRICHMENT ACTIVITIES FOR THE 2025-2026 SCHOOL YEAR. SUCH ACTIVITIES MAY INCLUDE THE FOLLOWING:**

**This form is due to building secretaries on the last day of school.**

### ACTIVITY

- ☐ Open House - not to exceed two hours
- ☐ Employee-directed peer-to-peer collaboration
- ☐ Employee-selected relevant professional development
- ☐ Certification classes (e.g. National Boards)
- ☐ Employee-directed contact with parents and/or students that occurs outside of the workday, other than parent/teacher conferences
- ☐ Classroom set-up
- ☐ Employee-selected after-school activities (concerts, science nights, etc.)
- ☐ Other activities that support my students or professional practice:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

