

JEFFERSON LOCAL SCHOOL  
PROFESSIONAL MEETING AND WORKSHOP REACTION FORM

The purpose of this form is to keep the Board of Education informed about conferences that our staff attends and to relate such conferences to Personal Professional Development Plans.

***Please make two copies of this completed form (including documentation of your presence).***

The original is for your records to accompany your Personal Development Plan. The two copies should be sent to the Superintendent's office. (One will be placed in your LPDC file, one will be placed in the Superintendent's office)

**PLEASE TYPE**

Name \_\_\_\_\_ Position/Bldg.: \_\_\_\_\_

Date of conference/workshop: \_\_\_\_\_

Name of conference/workshop attended: \_\_\_\_\_

Your reimbursement, if any, by board for expenses: \_\_\_\_\_

Did this conference/workshop meet your expectations? Why or why not? \_\_\_\_\_

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Please explain how this conference/workshop has helped your professional development. Also address its impact on your building and district if available. \_\_\_\_\_

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Please name at least one valuable thing from this conference/workshop that you would like to share in our professional development newsletter. \_\_\_\_\_

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Please attach documentation as to your presence at this conference/workshop.