



Staff Development Program (SDP) Notebook Requirements (2017-18)

Notebooks are used as documentation in a participant's official employee record to justify the SDP pay increase. Therefore, notebooks must represent a complete record of SDP work. **Please be sure to follow the formatting order below so that the Steering Committee can review notebooks in a timely manner.**

Documents in section one should be placed in your notebook in the order listed below (1 – 5).

Section One – Plan Documents

1. A copy of your SDP Application
2. A copy of your SDP acceptance letter detailing the amount of your salary increase if you successfully complete the program
3. A copy of your initial signed SDP Goal & Activity Log
4. A copy of quarterly progress reviews including your SDP Goal Progress Review Session with Coach forms and Goal & Activity Progress Log for the current review date (October 6, 2017, January 5, 2018 or March 9, 2018).
5. A copy of your final, signed Goal & Activity Progress Log
6. A Reflection Form - Participants must complete the Reflection Form describing in detail his/her experiences in the SDP. This form should be completed at the end of your program of work.

Documents in sections two through five should be placed in your notebook in the order your activities are listed on your Goal & Activity Form.

Section Two - Professional Development Documents

Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to signatures, certificates of completion, transcripts, records of attendance, etc.

Section Three - Service Development Documents

Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to signatures, email confirmations, letters of appreciation, etc.

Section Four - Personal Development Documents

Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to timelines, records of attendance, results of activities, etc.

Section Five - Core Curriculum Documents

Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to timelines, records of attendance, results of activities, etc.