



INDEPENDENT ACTIVITY PLAN

(INDE Plan)

PRIOR APPROVAL IS MANDATORY

STEP1: Prior to attending an out-of-county Professional Development event, registering for a college course or completing an independent activity, fill out the front of this form and submit it to the Curriculum and Instruction Department for approval . Completed Independent Activity Forms must be received no later than June 15th of the school year in which they occur.

Name: _____ School: _____

Name of Activity: _____

Date(s)/Times: _____ Location: _____

ACTIVITY: Describe the content of the Professional Development activity/conference/workshop. If a flyer is available, attach it. Activity must be in compliance with the Florida Professional Development Protocol Standards; see website for standards. (Acceptable activity examples: action research, independent study of an educational topic, collegial book study group. Non-examples: travel, activities that do not promote professional growth, reading a book with no collegial interaction, watching movies/TV shows or hosting/setting up events). Time spent in activity should reflect number of points requested. 1 hour =1 point

Principal's Signature

acknowledging approval of activity

Date

Director's Signature

approving activity for inservice points

Date

Check the component name below which most closely describes this independent activity:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Action Research | <input type="checkbox"/> Adult Education Content | <input type="checkbox"/> Advanced Educational Leadership | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Child Abuse Prevention | <input type="checkbox"/> Classroom Management | <input type="checkbox"/> Clinical Education | <input type="checkbox"/> Code of Ethics |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Data Analysis | <input type="checkbox"/> Educational Leadership | <input type="checkbox"/> ESE Procedure / Practices |
| <input type="checkbox"/> Fine Arts Content | <input type="checkbox"/> Food Service Training | <input type="checkbox"/> Hearing Impaired | <input type="checkbox"/> Mental Health Services |
| <input type="checkbox"/> Language Arts Content | <input type="checkbox"/> Mathematics Content | <input type="checkbox"/> Media Content | <input type="checkbox"/> Other Content Areas |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Multicultural Sensitivity | <input type="checkbox"/> New Teacher Orientation/Survival Training | <input type="checkbox"/> Policies & Procedures |
| <input type="checkbox"/> Parent Involvement & Comm | <input type="checkbox"/> Physical Education Content | <input type="checkbox"/> Planning & Organization | <input type="checkbox"/> School Improvement |
| <input type="checkbox"/> Preschool/Child Care | <input type="checkbox"/> Professional Learning Communities | <input type="checkbox"/> Reading Content | <input type="checkbox"/> Science Content |
| <input type="checkbox"/> School Principal | <input type="checkbox"/> State Instructional Materials | <input type="checkbox"/> School Safety | <input type="checkbox"/> Sunshine State Standards |
| <input type="checkbox"/> Social Studies Content | <input type="checkbox"/> Teaching Methodology | <input type="checkbox"/> Substance Abuse Prevention | |
| <input type="checkbox"/> Teachers as Leaders | <input type="checkbox"/> Technology in the Classroom | <input type="checkbox"/> Technical & Career Education | |
| <input type="checkbox"/> Technology Applications | | <input type="checkbox"/> Visually Impaired | |

STEP 2: FOLLOW-UP SUMMARY ON BACK

DISTRICT OFFICE USE ONLY

APPROVED

DATE

POINTS AWARDED

STEP 2: FOLLOW-UP: COMPLETE THIS SIDE, ATTACH THE REQUIRED DOCUMENTATION, AND SEND EVERYTHING TO THE CURRICULUM AND INSTRUCTION DEPARTMENT.

Do A, B OR C.

A. INDIVIDUALACTIVITY: Describe the follow-up activity you have completed that shows the application of what you have learned and attach documentation such as a lesson plan, student sample, or product you have created.

OR

B. OBSERVATION BY SCHOOLADMINISTRATOR: Describe the classroom activity that was a result of the Professional Development training in which you participated.

Signature of administrator verifying observation of follow-up Date of observation activity that is described above

OR

C. COLLEGE COURSE:

Name of course _____ Date of completion _____
(Note: 3-hour college course = 60 total inservice points)

Points Requested

Number of Hours spent in Initial Activity: _____

*activity should reflect number of points requested (1 hour = 1 point)

Number of points for Follow-Up Activity: _____

*may be a maximum of half as many points as the initial activity

*college courses = 60 points total (no additional follow-up points)

* points requested should reflect the amount of time spent on follow-up activity

Total Number of Points for the Application: _____

STEP 3: BE SURE TO ATTACH THE FOLLOWING:

***For a workshop: agenda, copy of TDE, certificate of attendance or completion**

***For a college course: transcripts or grade report**

***If you chose follow-up method "A": a lesson plan, student sample, or product you created**

INDE Plan Process

1. Fill-out both pages of the INDE plan. This must be completed BEFORE the event occurs so please allow for sufficient time for processing.
2. If you are going to attend something outside of the district or something not at your school, please make sure to include a TDE and agenda or any other pertinent information.
3. Have your administrator sign off on the activity (half-way down on the front page) and return to you.
4. Send the form to Stacey Giaramita in Curriculum (GSB) so that the Curriculum director for your grade level can sign off on the activity as well.
5. Once signed by both the school and curriculum administrators, an approval form will be attached to the INDE plan and returned to you. This will let you know whether the activity has been approved, not approved, or if you are missing information.
6. Complete your event and do a follow-up activity. Attach all documentation pertinent to the activity. This will include copies of any certificates you receive, attendance, sheets, agendas, etc.
7. Send back to Stacey Giaramita in Curriculum (GSB) and the INDE plan will be processed for inservice points. You are welcome to request the amount of points you would like to achieve on the 2nd page (or back page) of the form. The formula for calculating points is listed there as well. Or, you can let our office calculate the points for you using the formula on the form if you are not sure. If you receive a certificate with points already assigned, we will use what's on the certificate.