Directions for Completing PDP Templates

**ALL PDP’S MUST BE SUBMITTED BY OCTOBER 18, 2019 IN EDUPHORIA**

1. Log into Eduphoria and select the appropriate PDP template for your building
2. Review the Building Goal that was developed by your PD committee
3. **A: Areas Identified for Development**
	1. Select an option listed as your personal goal for the 2019-2020 school year by clicking “yes” in the appropriate box
	2. If you choose “other” you must write your goal within the text box provided
4. **Rationale/Sources of Evidence**
	1. Select the number that corresponds to the area for development selected under Area A by clicking “yes” in the appropriate box (#1 in Area A matches #1 in Area B)
	2. If you chose “other” in Area A you must write a rationale in the text box provided
5. **B: Initial Activity**
	1. Select the number that corresponds to the area for development selected under Area A by clicking “yes” in the appropriate box (#1 in Area A matches #1 in Area B)
	2. If you chose “other” in Area A you must write an initial activity in the text box provided
6. **C: Follow-Up Activities**
	1. Select the number that corresponds to the area for development selected under Area A by clicking “yes” in the appropriate box (#1 in Area A matches #1 in Area C )
	2. If you chose “other” in Area A you must write a follow-up activity in the text box provided
7. **III: District and School PDP Support**
	1. Provide the date that you submitted your PDP under this section
	2. **Click Submit to Appraiser** on top of page when finished.
8. PD Hours
	1. PD event descriptions, dates and number of hours should be included at the end of this form. You may update this as often as necessary throughout the school year.

⦿Please check your work – If you selected option 1 in Area A, you should have selected option 1 in Areas B-D.

*Time will be designated throughout the school year for updates and reviews of your PDP.*