

# Directions for Completing PDP Templates

---

## **ALL PDP'S MUST BE SUBMITTED BY SEPTEMBER 30, 2014 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. **Area A: Areas Identified for Development**
  - a. Select an option listed as your personal goal for the 2014-2015 school year by clicking “yes” in the appropriate box
  - b. If you choose “other” you must write your goal within the text box provided
4. **Area B: Rationale/Sources of Evidence**
  - a. 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)
  - b. If you chose “other” in Area A you must write a rationale in the text box provided
5. **Area C: Initial Activity**
  - a. 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)
  - b. If you chose “other” in Area A you must write an initial activity in the text box provided
6. **Area D: Follow-Up Activities**
  - a. 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 D)
  - b. 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**
  - a. Provide the date that you submitted your PDP under this section
  - b. **Click Submit to Appraiser** on top of page when finished.
8. PD Hours
  - a. 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.*