

Woodridge Local School District

INSERVICE ACTION PLAN

Staff Member

Meeting Attended

Date

A. In the space below, please identify the key concepts, ideas, or skills that were presented at the meeting you attended.

B. Please indicate how you have implemented what you learned in your classroom.

- C. Please identify the target audience (i.e., colleagues within our District, colleagues from other districts, parents, et cetera) with whom you shared what you learned:

WHO?

WHEN?

WHERE?

HOW?

When you have responded to A, B, and C above, this form should be shared with your building administrator and department chair for their information.

Building Administrator

Department Chair

After the building administrator and department chair have reviewed and signed this form, it should be forwarded to the Curriculum Director to be reviewed and filed.

Curriculum Director

This form is due no more than three (3) weeks following the date of the meeting attended.