

**Hamblen County Department of Education
Evaluation of In-Service Activities
2020-2021**

Teacher Name: _____ **School:** _____

The evaluation log is to be kept by you regarding all in-services activities. As you complete an activity, write in the name of the activity below and place and check in the column that best describes the activity.

		Administrative Days		
		Poor	Average	Good
September 2, 2020	8:00 A.M.-11:00 A.M.	_____	_____	_____
September 4, 2020	8:00 A.M.-3:00 P.M.	_____	_____	_____
System-wide assigned In-Service (9 hours)				
September 2, 2020	12:00 P.M.-3:00 P.M.	_____	_____	_____
September 3, 2020	8:00 A.M.-3:00 P.M.	_____	_____	_____

Administrative Days
System-Wide assigned days
These days are already added into teachers' contracts. Teachers will just need to check off that they were present.

School Improvement Flexible In-Service Assigned by School Administrator (12 hours)		
Focus of Activity	Date	Number of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL HOURS	_____

School Improvement Flex Hours
Most administrators will let their staff know what activities to complete for these hours. Anything listed here must be approved by your administrator.

Optional In service to be completed by teacher (9 hours)

Focus of Activity	Date	Number of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL HOURS		_____

Optional In service and Professional Development Days

Please see the HCBOE Professional Development Opportunities chart for items that can be utilized these hours.

Please be sure that items documented here were not already documented as flex time and that your principal has approved your choices.

Professional Development Days to be completed by teacher (30 hours)

Focus of Activity	Date	Number of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL HOURS		_____

Reviewed and approved for in-service credit:

Teacher Signature _____

Principal Signature _____

Date _____

This form must be completed and returned to your principal by June 2, 2021.