

Appendix F
VERIFICATION FORM

Directions For Filing a Verification From:

- 1) Print and then fill out the form below for the activity or activities that you are requesting points.
 - 2) Submit the completed form to your building principal for approval.
 - 3) Documented Evidence for Proof of Attendance/Participation and Written Response should be given to the building principal as well.
- The building principal will review the materials then forward them to the District Office by district mail.

Name: _____ School Building: _____
Social Security #: _____ Supervisor Approved: _____
Date Submitted: _____ Date approved: _____

KNOWLEDGE LEVEL-1

Activity/Course #: K- _____ Goals/Obj. OR Professional Education Standards
Activity Title/Course Name: _____
Activity Category (C, PE, SP): _____ Licensure Pts. Earned: _____
Activity Beginning Date: _____ Credit Hours (if applicable): _____
Salary Pts. Earned _____

Documented Evidence for Points at Level 1-Knowledge must include **proof of attendance or participation** in the activity and also submit **a response to the following question**: "What do I know now that I didn't know before?"

APPLICATION LEVEL-2

Activity/Course #: A- _____ Activity Timeline: _____
Activity Title/Course Name: _____
Activity Category (C or PE): _____ Estimated Points: _____
What two documented evidence items will accompany this form?

Documented Evidence for Points at Level 2-Application will be turned in at the conclusion of the Application Activity and must include at least two different documented items for evidence. Acceptable evidence will include, but is not limited to: lesson plans, student work sample(s), video tape(s), team meeting minutes/notes, feedback from a peer coach or supervisor, etc.

IMPACT LEVEL-3

Activity/Course #: I- _____ Activity Timeline: _____
Activity Title/Course Name: _____
Activity Category (C or PE): _____ Estimated Points: _____
What assessment tools were used to measure student improvement/program improvement?

Documented Evidence for Points at Level 3-Impact will be turned in at the conclusion of the Impact Activity and must include pre- post-student data, a brief summary of the activity, and a written analysis.
