

**APPENDIX B**  
**STAFF**  
**DEVELOPMENT**  
**TIME SHEET**

TEACHER'S NAME \_\_\_\_\_  
 SOCIAL SECURITY NUMBER \_\_\_\_\_  
 SCHOOL SITE/DEPARTMENT \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

Stockton Unified School District  
 701 North Madison Street - Stockton, CA 95202-1687  
**CONTRACTUAL 18 HOUR  
 STAFF DEVELOPMENT TRAINING TIME SHEET**  
 In accordance with SB1193, this time sheet is to be used for Staff Development Days.  
**All SB1193 training must be preapproved by the site principal  
 prior to any training away from the school site.**

**IMPORTANT**  
**USE INK OR TYPEWRITER**  
 Incomplete or illegible data, missing  
 or incorrect social security number  
 may delay processing.

Date	Description of Training	Time In	Time Out	Total Hrs.	Administrator		Facilitator/Trainer Verification
					Approval	Denial	
<b>Total Hours</b>							

**REASON FOR DENIAL OF REQUESTED STAFF DEVELOPMENT:**

> Go Sign Me Up registration is required prior to attending each District session.

TEACHER'S SIGNATURE \_\_\_\_\_

PRINCIPAL'S VERIFICATION OF STAFF DEVELOPMENT HOURS \_\_\_\_\_

**STAFF DEVELOPMENT GUIDELINES:** Staff development shall be consistent with the California Standards for the Teaching Profession. Staff development is to be taken in the teacher's assigned curriculum area. The principal, after consultation with the School Leadership Team, may choose a school-wide focus area for staff development. The principal must approve, in advance, and in writing, the staff development activity, course, and the institutional setting.

**IT IS THE RESPONSIBILITY OF EACH STAFF MEMBER TO MAINTAIN HIS/HER STAFF DEVELOPMENT TRAINING TIME SHEET. BOTH TRADITIONAL AND YEAR-ROUND TEACHERS MUST SUBMIT STAFF DEVELOPMENT TIME SHEETS TO THE SITE PRINCIPAL FOR VERIFICATION. ALL STAFF DEVELOPMENT TIME SHEETS MUST BE RECEIVED IN HUMAN RESOURCES PRIOR TO MAY 31ST OF EACH YEAR. IF STAFF DEVELOPMENT WILL BE COMPLETED IN JUNE, THE AMOUNT OF TIME AND DESCRIPTION OF THE STAFF DEVELOPMENT SHOULD BE INCLUDED ON THIS FORM, IF APPROVED BY THE SITE PRINCIPAL.**

SUSD STOCK # 29735 White - Human Resources Pink - School Site Yellow - Teacher