

MELROSE PUBLIC SCHOOLS

Melrose, Massachusetts

Professional Upgrade Submission Form (due 6/30 – no exceptions)

Name of Teacher

Upgrade Year

School

Subject/Grade

Area(s) of Concentration: _____

*Please list all courses and programs in chronological order. (Note: 15 pdps = 1 credit;). Graduate credits count as 15 pdp's each for the upgrade process. Copy of ASPEN print out, official transcript or signed certificate of completion from the curriculum office must be attached for each item submitted. **ALL classes/courses listed below must be completed by June 30th to be considered as applicable credits towards a Professional Upgrade.***

| Name of Course/Seminar | College/Provider | Date(s) | PDPs | Credits |
|------------------------|------------------|---------|------|---------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |

PDPs carried over from previous year: _____

TOTALS: _____ PDP _____ CR

Approved by _____ **(School Principal)**

(Must be signed by school principal or will be returned.)

(ALL missing documentation must be received by Sept 12th.)

(Page _____ of _____)