

Action Research Documentation Logs

Collaborative Action Research Documentation Log M-DCPS Professional Development Data Center

Directions

1. PD Liaison proposes activity using school based component
2. Participant emails completed packet to Dr. Jan Fackler, jfackler@dadeschools.net

Part I: Planning Phase	
Name:	Grade Level/Subject Area:
Name:	Grade Level/Subject Area:
Name:	Grade Level/Subject Area:
School:	
Research Question: <i>Pose an open-ended question that will serve as the focus your study. Be sure your question includes the target group and what instructional practice(s) will be implemented to address your area of academic concern.</i>	
Intended Learning Outcomes: <i>What specific improvements in student learning are desired?</i>	
Instructional Focus: <i>Describe the specific instructional practice(s) that will be implemented and studied. Specify when and how the practice(s) will be implemented.</i>	
Data Collection: <i>Specify at least three sources that you will collect that are aligned to the classroom problem that is the focus of research.. How often will you collect the data?</i>	
Data Source # 1: <i>(What? How? When?)</i>	
Data Source # 2: <i>(What? How? When?)</i>	
Data Source # 3: <i>(What? How? When?)</i>	
Attach Implementation Timeline.	
Date Planning Documents submitted to facilitator:	

Action Research Implementation Schedule

Tasks	Planned Timeline: Beginning/Ending Dates	Date completed
Date Planning Documents submitted to facilitator:		

Collaborative Action Research Team Meetings

Meeting Date	Beginning/Ending Times	Activities/Objectives Covered
Date Planning Documents submitted to facilitator:		

**Collaborative Action Research Documentation Log
M-DCPS Professional Development Data Center**

Part II: Reporting Phase	
Name(s):	
School:	Grade Level:
Research Question:	
Classroom Problem: <i>Provide a brief description of your identified classroom problem. Describe the students who were affected and possible causes for the problem. What were your goals for improvement?</i>	
Research Process: <i>Provide a description of your research process. What instructional strategies or practices were implemented to address the classroom problem? Describe your implementation.</i>	

Data Collection and Analysis: Provide a brief summary of the data collected and analyzed.

Results and Conclusions: *Provide a summary of the results of your research and your conclusions based on the analyzed data. Do you need to continue this research using the same procedures? Do you need to revise your research procedures? Are there other aspects of this problem you would like to research? What are your logical next steps?*

Professional Reflection: *As an action researcher, what did you learn through your experience conducting this action research? How has conducting action research impacted your teaching?*

Attach Timeline showing completion dates of all tasks.

Date Reporting Documents submitted to facilitator:

**Individual Action Research Documentation Log
M-DCPS Professional Development Data Center**

Part I: Planning Phase	
Name:	
School:	Grade Level:
Research Question: <i>Pose an open-ended question that will serve as the focus your study. Be you're your question includes the target group and what instructional practice(s) will be implemented to address your area of academic concern.</i>	
Intended Learning Outcomes: <i>What specific improvements in student learning are desired?</i>	
Instructional Focus: <i>Describe the specific instructional practice(s) that will be implemented and studied. Specify when and how the practice(s) will be implemented.</i>	
Data Collection: <i>Specify at least three sources that you will collect that are aligned to the classroom problem that is the focus of research.. How often will you collect the data?</i>	
Data Source # 1: <i>(What? How? When?)</i>	
Data Source # 2: <i>(What? How? When?)</i>	
Data Source # 3: <i>(What? How? When?)</i>	
Attach Implementation Timeline.	
Date Planning Documents submitted to facilitator:	

Action Research Implementation Schedule

Tasks	Planned Timeline: Beginning/Ending Dates	Date completed
Date Planning Documents submitted to facilitator:		

**Individual Action Research Documentation Log
M-DCPS Professional Development Data Center**

Part II: Reporting Phase	
Name(s):	
School:	Grade Level:
Research Question:	
Classroom Problem: <i>Provide a brief description of your identified classroom problem. Describe the students who were affected and possible causes for the problem. What were your goals for improvement?</i>	
Research Process: <i>Provide a description of your research process. What instructional strategies or practices were implemented to address the classroom problem? Describe your implementation.</i>	



Professional Development PROFESSIONAL CONFERENCE/SEMINAR

Conference: National and state events in which professionals gather to discuss new ideas and techniques and to share experiences through organized sessions.

Seminar: Formal presentation by one or more experts in which attendees are encouraged to discuss specific topics.

Before

1. Individual must contact a district department related to content of conference/seminar not less than 45 days prior to attending a conference or seminar. District department would verify course has positive impact on student achievement and sponsor the training.
2. District department verifies that college credit is not offered.
3. District department reviews content and calculates master plan points.
4. District completes course online proposal and posts the activity into MyLearningPlan.
5. Individual attends the conference or seminar.

After

1. Within 10 days after the conference/seminar complete this form, attach conference/seminar agenda, registration documents, and send to sponsoring department for verification of completion.
2. Sponsoring district department certifies that the individual successfully completed all requirements and submits the completed package to the Data Center for processing.
3. Data Center processes and awards master plan points.

Completed form must be submitted to pddatacenter@dadeschools.net **no later than **30 days** after the conference/seminar. Keep supporting documents on file. Do not send them to the PD Data Center.

Participant's Name: _____

Employee #: _____ Work Location #: _____ Location Name: _____

Conference/Seminar Title: _____

Location: _____

Date(s): _____

Session(s) Title(s): _____

District Sponsoring Department: _____

District Administrator Authorizing Activity: _____

Administrator Authorizing Activity: _____

District Administrator's Signature

I verify that all information is correct: _____

Participant's Signature

Date

I certify that the participant identified above has successfully completed all the requirements set forth in the Conference/Seminars:

Site Administrator's Signature

Date

Component #: 2-408-369 **Session/Sequence #:** _____

Seminar #: 2-408-372 **Session/Sequence #:** _____

NOTE: Twelve (12) Master Plan Points is the maximum number of points that can be earned each year for Conferences.



**Professional Development
PROFESSIONAL CONFERENCE/SEMINAR**

REFLECTION

List 3 new skills/strategies and/or methods learned from your participation at the conference/seminar.

1. _____

2. _____

3. _____

How will you apply the new skills/strategies and/or methods in your current position?

FOR DATA CENTER USE

Master Plan Points: _____ Date: _____

Conference/Seminar form verified: _____ Title: _____

Data Collection and Analysis: Provide a brief summary of the data collected and analyzed.

Results and Conclusions: *Provide a summary of the results of your research and your conclusions based on the analyzed data. Do you need to continue this research using the same procedures? Do you need to revise your research procedures? Are there other aspects of this problem you would like to research? What are your logical next steps?*

Professional Reflection: *As an action researcher, what did you learn through your experience conducting this action research? How has conducting action research impacted your teaching?*

Attach Timeline showing completion dates of all tasks.

Date Reporting Documents submitted to facilitator:

M-DCPS Office of Professional Development and Evaluation
Book Study
Documentation Form

Directions

1. PD Liaison proposes activity using school based component
2. Form must be completed by Book Study Members and signed by the school administrator verifying the accuracy of the information
3. PD Liaison faxes completed packet to the Professional Development Data Center at 305-883-1443
4. Copy of the agenda must be attached

School: _____ Location No. _____

Meeting Dates: _____

Focus of Book Study: _____

Book Study Members (Attach additional sheets as needed)

Name	Employee Number

Principal: _____ Date: _____



Professional Learning Community (PLC) Record Template

Component # 7-507-309 Sequence #: _____

Guidelines

1. Planning meeting
 - a. Identify common focus
 - b. Establish group norms
 - c. Create SMART goal
 - d. Select protocol
 - e. Determine meeting schedule
2. Group meets one hour per participant
 - a. Number of participants should not be less than 5 nor more than 12
 - b. If the number of participants is less than originally anticipated, contact the PD Data Center to adjust the number of MPPs
 - c. If PLC drops below minimum number of participants, no MPPs will be awarded
3. PLC meetings should be held on a regular schedule, no less than once each month
 - a. Meetings must last a minimum of 1 hour and no longer than 2 hours
 - b. Each participant must present and/or lead a meeting
 - c. PLC members must attend all meetings and complete all responsibilities
4. Total number of MPPs to be awarded
 - a. 1 MPP per participant
 - b. 2 MPPs for follow-up (includes 1 MPP for planning meeting and 1 MPP for completing Part 1, Part 2, and Part 3 of the Evaluation)
5. PLC instructor responsibilities
 - a. Issue grades to PLC participants
 - b. Fax roster and PLC record template to the Data Center, 305-883-1443

PLC Resources

Learning By Doing (DuFour, 2006)

On Common Ground (DuFour, 2005)

All Things PLC www.allthingsplc.info

Solution Tree www.solution-tree.com

Learning Forward www.learningforward.org

National School Reform Faculty www.nsrffharmony.org/free-resources/protocols/a-z

Writing SMART Goals: www.ehow.com/how_7871059_write-smart-goals-education.html

Required Information

School Name: _____ Location #: _____

PLC Activity Title: _____

Principal's Name: _____ Principal's Signature: _____

****To be completed by the Data Center**

Master Plan Points assigned: _____ Master Plan Points adjusted to: _____

Submit all required documents no later than 21 calendar days after the final PLC meeting.
Processing of MPPs is contingent upon timely compliance with reporting requirements.

Protocol:

SMART Goal:

Meeting Schedule

Meeting Date	Meeting Leader/Presenter	Employee #

PLC Agenda
