

TOOL 12.4

School professional development plan synthesis

Use this tool to summarize the professional development planned at each school. Collect from each school a summary of the collaborative professional learning teams' action plans and compile a districtwide summary to prepare each district's Local Professional Development Plan and to report to the community and other constituents about the district's professional development plan.

- List the district schools in the far left-hand column.
- Identify the goal areas for each collaborative learning team within each school.
- For each goal area, identify the grade level for which that goal has been established.
- Identify the major actions the collaborative professional learning team plans to take to address its goal.
- Write the desired result it wishes to accomplish.

| Schools | Goal area | Grade levels | Key actions | Desired results |
|---------|-----------|--------------|-------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |