Instructions for the PD Tracking Survey of Staff

The PD Tracking document is an opportunity to survey all staff on the professional development that has been received by each individual teacher. The information gathered will be used to help understand the number of staff that has been formally trained in the variety of offerings at CPS and to drive future PD opportunities.

Please follow the following steps when completing the PD Tracking Survey:

1. List all staff (last name, first name) in column A
2. Identify the grade level in which the staff member works in column B
3. Note the position of the individual in column C
4. Notice that the following rows list past PD offerings at the District Level, upcoming summer offerings, and building based offerings
5. Indicate whether or not you have participated in the training listed with the letter “X” in the cell.
6. If you have participated in additional trainings, please add the name of the training or workshop in the “other” column, which is the last column on the spreadsheet.

Thank you so much for helping us to gather this very important information!