



MADISON PUBLIC SCHOOLS

Professional Leave Reflection Form

(Please complete and return to your building principal within a week of attending an “out of district” workshop.)

Name:

Date:

School:

Grade/Subject:

1. Please list the title and location of the workshop you attended.
2. Please provide a brief summary (2-3 sentences) about the content of the workshop.
3. What key ideas or strategies did you take away from this workshop?
4. How might this information best be shared with colleagues? (Ex: Discussion at department/team/grade group meeting, share at faculty meeting, present a workshop to colleagues, write an article for an upcoming newsletter, etc.)
5. Is this a workshop or presenter you would recommend to your colleagues? Please explain.