

**CERTIFICATED EMPLOYEES ATTESTATION FORM  
TO RECEIVE A MAXIMUM OF 32 HOURS  
SUPPLEMENTAL PAY FOR EDUCATION  
TECHNOLOGY PROFESSIONAL LEARNING DURING  
THE 2018-19 SCHOOL YEAR**



According to the 2018-2019 SEA-SPS collective bargaining agreement for certificated employees, all certificated employees are entitled to up to thirty-two (32) hours of extra pay, pro-rated by FTE, for technology-related professional learning in self-directed learning activities during the 2018-19 school year as listed below.

This extra pay supports district strategic goals in assuring high quality, multi-tiered systems of support, closing opportunity gaps, improving systems, and fostering community and family engagement. For each certificated employee to receive payment, the employee must have engaged in “professional learning associated with the integration of technology related to using data to improve instruction, using digital resources, managing instruction, leveraging technology for collaboration and communication, incorporating digital citizenship, and/or another personal professional learning in support of district or building initiatives.”

To receive this additional 32 hours of pay, pro-rated by FTE, employees must complete the technology professional learning before August 31, 2019, complete this attestation form, and return it to Payroll before September 16, 2019. Once completed, please submit this form either in no less than 8-hour segments at a time, or in one complete submission, for a total of up to 32 hours.

Please retain a copy of this form for your records. You may be asked in an audit review to confirm the hours and work performed, which supports the extra payment.

Please check one or more boxes below to indicate the technology professional learning you engaged in during the school day, which required you to work above and beyond your regular work day or the training you did outside of the school day. All learning activities should be **two hours** in length and will count for **two hours** of pay.

**Guided Learning Activities - Schoology Online Courses**

- ☐ 0.1 Explore your educator laptop
- ☐ 0.2 The digital classroom
- ☐ 0.3 Introduction to eval
- ☐ 0.4 Introduction to homeroom
- ☐ 0.5 Introduction to schoology
- ☐ 0.6 Leveraging technology for collaboration
- ☐ 0.7 Getting to know Office 365

\_\_\_\_\_ Total hours in guided activities for technology professional learning

**Self-Guided Learning Activities:**

**Improve Instruction and/or Deliver Student Services Using Data**

- ☐ 1.1 Student data portal (Homeroom) used to inform instruction

- ☐ 1.2 Atlas to examine data trends
  - ☐ 1.3 Developed ad-hoc assessments using Schoology
  - ☐ 1.4 Delivering online interim assessment in Illuminate
  - ☐ 1.5 Managing grading in Power Teacher
  - ☐ 1.6 Managing an IEP using IEP Online
  - ☐ 1.7 Managing data with CareDox
  - ☐ 1.8 Managing data with EasyTrac
- \_\_\_\_\_ Total hours to improve instruction or deliver student services using data

#### **Using Digital Resources (Materials, Applications)**

- ☐ 2.1 Using digital resources to promote student achievement
  - ☐ 2.2 Using digital resources with students to produce information
  - ☐ 2.3 Using digital resources to design authentic learning opportunities
  - ☐ 2.4 Using digital adopted curriculum materials
- \_\_\_\_\_ Total hours using digital resources for teaching and learning

#### **Managing Instruction**

- ☐ 3.1 Organize instructional materials digitally
  - ☐ 3.1 Schoology: Take a course
  - ☐ 3.3 Schoology: Use and share teacher resources
  - ☐ 3.4 Schoology: Use with students
- \_\_\_\_\_ Total hours to manage instruction with technology

#### **Leveraging Technology for Collaboration and Communication**

- ☐ 4.1: Using Microsoft Teams, OneNote, SharePoint, or OneDrive to collaborate with peers
  - ☐ 4.2: Collaborate with Skype
  - ☐ 4.3 Creating online presence in Schoology or website
  - ☐ 4.4 Creating parent communication digitally
- \_\_\_\_\_ Total hours to improve collaborating and communicating digitally

#### **Leveraging Technology for Professional Growth and Development**

- ☐ 5.1: eVal Overview
  - ☐ 5.2: eVal Overview Deeper Dive
  - ☐ 5.4 Online professional development
- \_\_\_\_\_ Total hours using digital tools for professional growth and development

#### **Incorporating Digital Citizenship**

- ☐ 6.1: Preparing materials from Common Sense Media
  - ☐ 6.2: Developing lesson plans for Digital Citizenship
  - ☐ 6.3: Developing lesson plans for Acceptable Use of Internet
  - ☐ 6.4: Developing lesson plans for security and data privacy
- \_\_\_\_\_ Total hours to incorporate Digital Citizenship into instruction

#### **Personalized Professional Learning Using Technology (describe below)**

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

\_\_\_\_\_ Total hours of personalized professional learning using technology

\_\_\_\_\_ Total hours completed on this form

\_\_\_\_\_ Total hours submitted in 2018-2019

**Need help?** Coaching or group instruction in learning activities may be available. Please contact [DigitalLearning@seattleschools.org](mailto:DigitalLearning@seattleschools.org).

**Technical issues?** Please contact [Techline@seattleschools.org](mailto:Techline@seattleschools.org)

***By signing this form, I attest that I have performed the above technology professional learning related to District needs equivalent to \_\_\_\_\_ hours. (Maximum 32 hours).***

Print Name: \_\_\_\_\_

Location: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Signature \_\_\_\_\_

*(By signing this form, I attest that I have fulfilled the requirements of Article IV of the Certificated CBA and that I have not been previously compensated for this training).*

Article IV\_of the 2018-2019\_\_ Cert CBA says:

Additionally, thirty-two (32) hours of technology time, pro-rated by FTE, will be available for all certificated non-supervisory staff in 2018-19. Technology professional learning will occur in two-hour periods during or outside the school day— and may occur at any time during the school year. A form confirming that professional learning has been completed must be submitted to be paid. No more than thirty-two (32) hours of technology time may be earned by any individual employee.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You must turn in original forms no later than September 16. Please keep a copy for your records.  
Return to Payroll Services, MS 33-344