

# 80-hour Passport Follow-Up Information Sheet

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## **Reading Lions Center/Sacramento County Office of Education (SB 472 Provider/Reading First)**

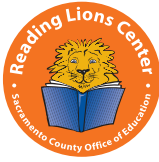
Delivered by the California Reading Implementation Centers (Alameda, Butte, Imperial, Los Angeles, Sacramento, San Diego, and San Joaquin County Offices of Education)

### **Submission Information**

1. All participants should consult with their districts for passport requirements.
2. SB 472 participants (non-Reading First) may submit passports within two years of completion of the initial professional development institute.
3. Reading First participants may be required to submit passports within one year of completion of the initial professional development institute. Check your district requirements.

### **Instructions for Submission of Passport to Your Site Administrator or Designee**

1. All hours submitted for consideration should be clearly marked in the spaces provided below, and the hours calculated.
2. The instructor, coach, or principal is expected to initial all hours during the meeting, training, or event. To facilitate this requirement, it is suggested the participant keep the passport readily available.
3. Documents to support the submitted hours should accompany the passport, if deemed necessary by the district, for final approval by the site administrator or designee (e.g., grade-level meetings, classroom assessments, teacher modules, district-approved trainings, special event activities).



## 80-hour Passport Follow-Up

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

School Name: \_\_\_\_\_

School Site Administrator: \_\_\_\_\_

District: \_\_\_\_\_

LAUSD Local District:    1    2    3    4    5    6    7    8

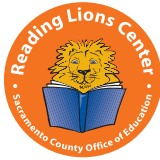
Institute Attended: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

**IMPORTANT:** Upon completion of a total of 80 hours, your passport should be submitted to your school site administrator or designee per your district's submission requirements.

Documentation may include (if requested by your district):

- SB 472 English Learner Professional Development Completion Certificate
- Grade-Level Meetings (Agendas)
- Benchmark Analyses of Classroom Assessments
- Teacher Modules
- District-Approved Trainings (Certificates)
- Special Events (Program Bulletins)

Your school site administrator or designee may report certification information online to the Reading Lions Center/Sacramento County Office of Education at [readinglions.net](http://readinglions.net). For additional information, please contact your district.



## 80-hour Passport Follow-Up Verification

### General Information:

- The Passport program is a district-sponsored program.
- All questions relating to the 80-hour Passport Program should be directed to the district.
- The district will determine participant stipends, if applicable.
- The district will determine the Passport curriculum and schedule. This Passport Verification can be used to log participant hours, based on suggested Passport Activity categories.

### Basic Eligibility guidelines:

- Districts with Reading First teachers who are participating in the 80-Hour Follow-Up (Passport) program typically require teachers to submit the completed passport to the district/school designee within one year of completing the initial 40-hour institute.
- Districts with non-Reading First participants typically choose one of the following submission options for their participating teachers:
  - ✓ Option 1 allows teachers to submit a passport within one year of completing the initial 40-hour institute.
  - ✓ Option 2 allows teachers to submit a passport within two years of completing the initial 40-hour institute.

### Passport Program Summary

Passport Activity	Activity Hours
SB 472 ELPD ~ English Learner Professional Development (Hours = 40)	
Grade Level Meetings (Maximum Hours = 36)	
Classroom Assessments (Maximum Hours = 24)	
Teacher Modules (Maximum Hours = No Limit)	
District Approved Training (Maximum Hours = No Limit)	
Special Events (Maximum Hours = 10)	
<b>Total Passport Hours (Minimum Hours = 80)</b>	

I certify that all recorded entries for participation in this Passport are true and complete to the best of my knowledge. I understand that any falsification of this record may be considered cause for the district to cancel payment of a stipend, if applicable.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date





**District-Approved Training (No limit) :**

Date	# of Hours	Initials	Description

Date	# of Hours	Initials	Description

**Total Hours (District-Approved Training):** \_\_\_\_\_

**Special Events (Limited to 10 hours) :**

Date	# of Hours	Initials	Description

Date	# of Hours	Initials	Description

**Total Hours (Special Events limited to 10 hours):** \_\_\_\_\_