



Oradell Public School District

*Our children, our hope, our future*

**PROFESSIONAL WORKSHOP POST EVENT SUMMARY REPORT**

The Post Event Summary Report is to be completed by all staff following attendance at all workshops, conferences, conventions, seminars etc. paid for by the Oradell Public School District.

**NAME:**

**GRADE/SUBJECT:**

**EVENT TITLE:**

**EVENT DATE:**

**PLACE:**

**DATE of REPORT:**

Description of primary purpose of the workshop, conference, convention, seminar etc.:

Key issues addressed at the workshop, conference, convention, seminar etc.:

The relevance of the event to improving District instruction or operations:

**Per NJ Law (School Accountability Act – A5):** Submit your completed report to your immediate supervisor no later than two weeks after the completion of the workshop/event. Make a copy for your records.

**Supervisor's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Supervisor, please review, initial and forward to Superintendent's Office.