

**Certificated Employees Attestation Form  
To Receive a Maximum of 32 Hours Supplemental  
Pay for Education Technology Professional Learning  
During The 2019-2022 Agreement**



According to the 2019-2022 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 for each school year of the 2019-2022 agreement.

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 of each year complete this attestation form and return it to Payroll before September 16 of each year. 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.

A: 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 workday 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 – Digital Learning Schoology Online Courses**

**Clock Hour Eligible**

- Explore your educator laptop
- The digital classroom
- Introduction to Schoology
- Leveraging technology for collaboration
- Getting to know Office 365

**Guided Learning Activities- Student Support Services Online Courses**

**Clock Hour Eligible**

- Introduction to Homeroom
- Introduction to eVal

**Suggested Self-Guided Learning Activities: (Not Clock Hour Eligible)**

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

- Student data portal (Homeroom) used to inform instruction
- Atlas to examine data trends
- Developed ad-hoc assessments using Schoology
- Delivering online interim assessment in Illuminate
- Managing grading in Power Teacher
- Managing an IEP using IEP Online
- Managing data with CareDox

Managing data with EasyTrac  
\_\_\_\_\_ Total hours to improve instruction or deliver student services using data

**Using Digital Resources (materials, applications)**

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

**Managing Instruction**

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

**Leveraging Technology for Collaboration and Communication**

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

**Leveraging Technology for Professional Growth and Development**

eVal Overview  
 eVal Overview Deeper Dive  
 Online professional development  
\_\_\_\_\_ Total hours using digital tools for professional growth and development

**Incorporating Digital Citizenship**

Preparing materials from Common Sense Media  
 Developing lesson plans for Digital Citizenship  
 Developing lesson plans for Acceptable Use of Internet  
 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

**Need help?** Coaching or group instruction in learning activities may be available. Please contact [ragallardo@seattleschools.org](mailto:ragallardo@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 2019-2022 Cert CBA says:

For the duration of the contract, up to 32 hours of per diem pay is available to provide for self-directed technology professional learning. This extra pay supports educators who are engaged in 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 professional learning in support of district or guiding initiatives. This pay is pro-rated by FTE. See Appendix S for the Attestation Form.

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

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

You must turn in original forms no later than September 18. Please keep a copy for your records. Return to Payroll Services, MS 33-344