

PORTFOLIO FOR EDUCATOR LEAVING

Before submitting your portfolio to the LPDC, check the boxes to make sure the following items have been completed and that the materials in your portfolio are organized in this order. Include this as the first page of your portfolio.

Name: _____ Educator ID: _____

School: _____ Issue Date: _____

Email Address of Applicant: _____

Final Date of Employment of Applicant: _____

- Copy of License(s)
- Signed IPDP for every year you have been employed with the Archdiocese of Cincinnati, since your last renewal.
- Official College Transcripts, if needed
- Professional Development (PD) Summary Form
- List of CEUs printed from the Educator Data Center

Do not write below this line, for LPDC use only.

LPDC Verified the following information for inclusion in the Educator Leaving.

_____ Number of Semester Hours

_____ Number of Quarter Hours

_____ Number of CEUs

_____ All Portfolio Paperwork Required is included. (Place a check mark on the line to verify.)

_____ The professional development work is verified by official transcripts and/or the CEU list from the Educator Data Center. Only CEUs listed on the print out from the EDC since the issue date of the license to be renewed are available for consideration in renewal. (Place a check mark on the line to verify.)

Portfolio Submitted: (Date) _____

Date Reviewed: _____

_____ **Approved**

_____ **Revisions Needed**

LPDC TEAM CHAIRPERSON SIGNATURE: _____

NOTE: *Kathy Kane will send the applicant the official Educator Leaving paperwork to upload to ODE. Include this sheet as an attachment with the Meeting Report when emailed.*