

MEMORANDUM

DATE: March 15, 2012

TO: Superintendents, Principals, Curriculum and Staff Development Personnel

FROM: Steve Dibb, Director, School Support Division
Deborah Luedtke, Supervisor

RE: Online Staff Development Reporting Site for 2011-12 Data Entry is Open

School districts are required to report staff development activities and expenditures for both their district and school sites. According to Minnesota Statutes, section 122A.60, subdivision 4, the district and site staff development committees shall write and submit a report for the previous year in the form and manner determined by the commissioner. This report is due by October 15 of each year. All districts, including those not reserving funds, must complete a report.

[View the Online Staff Development Report site and FAQ document
\(http://education.state.mn.us/MDE/SchSup/DataSubLogin/StaffDevelop/index.html\)](http://education.state.mn.us/MDE/SchSup/DataSubLogin/StaffDevelop/index.html)

If you need further assistance, you may direct your questions regarding:

- Staff Development Online Report to Michael Foster at michael.foster@state.mn.us.
- General staff development questions to Deborah Luedtke at deborah.luedtke@state.mn.us.