

Fannin County School System Professional Learning Flow Chart

**Professional Learning: NEW
Information is being delivered.
(Presenter)**

Professional Leave

Be sure to fill out the following info: Name, Activity Title, Requested Leave Date(s), Departure Date and Return Date, Departure Time, Return Time, PL Credit, Contact Hours, System Goals and Workshop Objectives
Professional Learning Prior Approval Form Required

Examples:
Student competitions, Meetings that do not have new information/PL, Data Day
No Presenter.
No Prior Approval Form or Verification Form Required

Who is covering the cost of the PL?
Employee, School, or Central Office, No Charge

Complete Sick Leave Form and Circle Professional Leave

Did you register for the PL?
If so, cost?

Will there be overnight travel expenses? If so, cost?

If there is a cost, what fund will pay for the PL?

Funding Source and Signatures

Title IIA and Title V B Heather Finley

Principal/Director Signature for Approval: Date needs to be prior to PL.

Special Ed: Shannon Miller

Board of Education will send a leave form once the PL request form is submitted and approved.

**QBE PL School, BOE, CTAE
Darren Danner**

**Title I and Title IV:
Sarah Rigdon**

Submit PL Verification Form to BOE after completion of Professional Learning