

SUMTER COUNTY SCHOOLS

PROFESSIONAL LEARNING APPROVAL PROTOCOL

“Putting It All Back Together”

PURPOSE The purpose of the Sumter County Schools Professional Learning Approval Protocol is to ensure that all professional learning opportunities directly support the district's Strategic Plan, improve educator effectiveness, and maximize the responsible use of district resources. This protocol establishes a consistent process for requesting, approving, attending, and documenting professional learning experiences.

STEP	ACTION	REQUIREMENTS / RESPONSIBILITIES	TIMELINE
STEP 1	Identify the Professional Learning Need	Employee identifies an opportunity addressing instructional, operational, leadership, or departmental needs. Consider: alignment with district/school improvement goals; District Strategic Plan and CLIP priorities; relevance to current job responsibilities; and anticipated impact on student achievement and organizational effectiveness.	Before request
STEP 2	Supervisor Review	Employee submits request to direct supervisor. Supervisor determines whether PL is necessary and confirms alignment with the District Strategic Plan, School Improvement Plan (if applicable), department goals, and budget availability. If approved, employee may proceed to Step 3.	Prior to Director review
STEP 3	Leave Request (YOSS)	After approval is granted by the direct supervisor, employee completes the YOSS Leave Request. Failure to meet the required timeline may delay or prevent attendance.	At least 5 working days before event
STEP 4	Director of Professional Learning Approval	All professional learning must receive Director approval in YOSS before registration or travel arrangements. Review includes: strategic alignment, district priorities, funding source, PL relevance, budget implications, duplicate training opportunities, and overall district impact. No employee is authorized to attend district-funded PL without prior approval.	Before registration / travel
STEP 5	Attend Professional Learning	Attend all scheduled sessions; actively participate; represent Sumter County Schools professionally; and collect required documentation, including agendas, certificates, and receipts.	During event
STEP 6	Post-Professional Learning Requirements	Submit the required Expense Form with all supporting documentation and receipts; provide any additional documentation required by the district or department; and share key learning and applicable resources with the supervisor or department when requested.	Within 3 working days after return
STEP 7	Communicating Expectations Document	Complete the Communicating Expectations Document to capture and communicate expectations and next steps connected to the professional learning experience. COMMUNICATING PL EXPECTATIONS_blank	Within 5 days of the PL event