

QUITMAN COUNTY SCHOOL DISTRICT  
PROFESSIONAL LEARNING—STANDARD OPERATING PROCEDURES

- Directions: Use this checklist for PL.  
Type all information onto PL forms.  
Sign & date PL forms.  
Gym clip papers together, instead of stapling.  
Submit requests at least 3 weeks in advance; otherwise, you may have to pay for registration and/or hotel and be reimbursed.

CHECKLIST FOR RESA PL—BEFORE THE PL EVENT

1. \_\_\_\_\_ Print and attach the **Prior-approval form**—Principal has to sign/date
2. \_\_\_\_\_ Print and attach a **Course Description, Tentative agenda, or flyer**
3. \_\_\_\_\_ After being notified via email that the Principal has approved your PL, Go ahead and register for the PL
4. \_\_\_\_\_ Print and submit your Leave form. This will be left at the school.
5. \_\_\_\_\_ These **2** forms will be sent to District Office
6. \_\_\_\_\_ I will Register you for hotel-ensure to include hotel information

CHECKLIST FOR OTHER PL—BEFORE THE PL EVENT

1. \_\_\_\_\_ Print and attach the **Prior-approval form**—Principal has to sign/date
2. \_\_\_\_\_ Print and attach a **Tentative Agenda** and/or announcement flyer.  
Ensure that I have information as to \*where to go online to register, \*preferred hotel, \*preferred hotel accommodations
3. \_\_\_\_\_ After being notified via email that PL is approved by District PL Administrator, and if the registration is Free, Go ahead and register for PL
4. \_\_\_\_\_ Print and submit your Leave form. This will be left at the school.
5. \_\_\_\_\_ I will Register you for the PL and also register you for a hotel
6. \_\_\_\_\_ Send these **2** forms to District Office.

CHECKLIST—AFTER ALL PL EVENTS

1. \_\_\_\_\_ Print and attach the **Professional Development Evaluation (also called Redelivery) form**—Principal has to sign/date
2. \_\_\_\_\_ Print and attach your **Meeting agenda (this is preferred) or RESA certificate, or a Pic of the sign-in sheet or Nametag**
3. \_\_\_\_\_ Print and attach your **Hotel receipt (You must checkout through the front desk)**
4. \_\_\_\_\_ Print and attach a **Reimbursement form**—Please type. All fields must be complete. If PL is for Special Ed or CTAE, the Coordinators will also sign. Submit to Principal for signage
5. \_\_\_\_\_ Send over these **4** forms to District Office.

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Amended August 22, 2023

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