

# PELHAM CITY SCHOOLS PROFESSIONAL LEARNING PROCEDURES DOCUMENT

(Revised 9/2016)

Document	Needed When:
Professional Learning Procedures Document	For clarification
Professional Learning Leave Request Form <b>**Submit Online, required**</b> <a href="https://www.ciclt.net/sn/sec/login.aspx?ClientCode=pelhamcityps">https://www.ciclt.net/sn/sec/login.aspx?ClientCode=pelhamcityps</a>	<b>MUST BE SUBMITTED ONLINE FOR ALL PROFESSIONAL LEARNING ACTIVITIES &amp; APPROVED PRIOR TO ATTENDING PL ACTIVITY.</b>
Registration Purchase Order (Activity Registration Requisition) <b>**Print paper form from website and submit to supervisor, when applicable**</b> <a href="http://www.pelham-city.k12.ga.us/linksForms.aspx">http://www.pelham-city.k12.ga.us/linksForms.aspx</a>	If a registration fee is required for the PL activity. Include registration fee amount on Online PL Leave Request and print paper form from district website (Forms and Links).
Motel Purchase Order (Motel Registration Form) <b>**Print paper form from website and submit to supervisor, when applicable**</b> <a href="http://www.pelham-city.k12.ga.us/linksForms.aspx">http://www.pelham-city.k12.ga.us/linksForms.aspx</a>	If the system sends a check for the motel/hotel. Include registration fee amount on Online PL Leave Request and print paper form from district website (Forms and Links).
Employee Travel Expense Statement Form <b>**Download Excel spreadsheet, complete on computer, print, and submit to central office within 10 days after attending PL event, when applicable**</b> <a href="http://www.pelham-city.k12.ga.us/linksForms.aspx">http://www.pelham-city.k12.ga.us/linksForms.aspx</a>	If participant is to be reimbursed, this form is submitted upon return, along with signed and dated agenda, to Brenda Glass. Hotel receipt should be attached, if applicable. <b>Projected reimbursement amounts must be included on Online PL Leave Request and pre-approved.</b>
Tax Exemption Form <b>**Available at central office, when applicable**</b>	If the system sends a check for the hotel, the participant should present this form when checking in.
Professional Learning Evaluation Form <b>**Print paper form from website and submit to K. NeSmith, when applicable**</b> <a href="http://www.pelham-city.k12.ga.us/linksForms.aspx">http://www.pelham-city.k12.ga.us/linksForms.aspx</a>	Must be submitted for all professional learning activities not conducted by SWGA RESA or Pelham City Schools. <u>PLU's will not be awarded unless submitted.</u> Submit evaluation form, along with agenda or first page of handout signed by participant and dated, to Kimberly NeSmith. Participant signature confirms attendance at PL activity and completion of all activity requirements.
Professional Learning Log <b>**Print paper form from website and submit to K. NeSmith, when applicable**</b>	For documentation of all individual professional learning (face to face, online, etc.)

- **ALL PROFESSIONAL LEARNING LEAVE REQUESTS MUST BE SUBMITTED ONLINE AT LEAST 10 DAYS IN ADVANCE OF THE COURSE AND APPROVED BY SUPERVISOR/PRINCIPAL, PROGRAM DIRECTOR, PROFESSIONAL LEARNING COORDINATOR, AND SUPERINTENDENT, PRIOR TO ATTENDING PL ACTIVITY.**
- A Professional Learning Leave Request must be submitted for every course or activity, whether funds are requested or not.
- When funds are requested, include all amounts on the Online PL Leave Request. Then download from PCS website (Forms and Links), the Purchase Orders needed for registration and/or motel, if applicable. **All expenditures must be pre-approved.**
- On the Activity Registration and Motel Requisition Purchase Order forms, the name and address listed at the top should be the payee, **NOT** the participant.
- **Participants must use the system van, when available, or risk forfeiting mileage reimbursement.** Requests to use the van are made to Kimberly NeSmith.
- **For PL Activities conducted through SWGA RESA, participants should register on SWGA RESA's website first (<http://www.ciclt.net/sn/ct/swresa/default.aspx?ClientCode=swresa>), then complete the Online Professional Learning Leave Request through PCS's website (<https://www.ciclt.net/sn/sec/login.aspx?ClientCode=pelhamcityps>).**