

# Oconee County Schools Professional Learning Forms

---

## 1. Conference Attendance Verification Form (FORM A)

**Purpose:** This form is used to receive credit for attending conferences, workshops, classes, or training seminars.

**Process:** Documentation must be attached to the form, and an administrator or the school-based professional learning coordinator should "sign-off."

- Documentation may be a certificate of attendance **or** a copy of the agenda that also includes the date and times of the training. The documentation must have a signature of the instructor, school administrator, or school-based professional learning coordinator to be an official document of attendance.
- The attached documentation should be in the same order as it is listed on the form.
- The form must have a minimum of 10 contact hours documented to earn 1 PLU. If there are hours that are not multiples of 10, the "odd" numbers will be lost. (Example: if 24 hours were documented, credit of 2 PLUs would be granted. The 4 hours would be "lost." They are not banked for future use.) The applicant should hold the form until they acquire enough hours to form PLUs, so that contact hours will not be lost.
- If additional space is needed, attach an additional form. Do not continue to write on the form after the spaces have all been used.
- Please be sure to **sign** the form.

**Recipient:** As soon as 10 or more contact hours have been acquired, send the signed and completed form with proper documentation to Dr. Claire Miller at the Teaching and Learning Office through the interoffice mail. (Do **not** hold the documents until the end of the school year.)

**Note:** These documents are processed and forwarded to Human Resources.

- Clare Williams files the documents in each personnel file
- If someone needs to know their current number of PLUs, they should contact Judy Dixon.

\*Request for PLU credit should be completed and submitted within the 5 year renewal period. The time frame includes the school year in which training was completed and the following year.

## 2. Course Proposal for Professional Learning Credit: (FORM B)

This is an outline or template that should be used for the development of courses for PLU credit. School-based professional learning courses should reflect adherence to the components within the form. Each school is responsible for the development of professional learning courses aligned with their school improvement goals for PLU credit of a minimum of 10 contact hours or 1 PLU.

**Note:** All courses must be submitted to the Professional Learning Advisory Committee (PLAC) for approval. Submissions must be submitted to Dr. Claire Miller a minimum of 1 week prior to the PLAC meeting.

# Oconee County Schools Professional Learning Forms

---

## 3. **PLU Course Completion Form: (FORM C)**

This form should be completed by the school-based professional learning coordinator at the end of the school year after compiling the hours earned by each participant in school-based professional learning activities. The participant must have completed a minimum of 10 contact hours in order to receive PLU credit.

- This form is turned in at the end of the school year to Judy Dixon.  
**Note:** If the participant completed less than 10 hours of school-based professional learning, then a **Waiver Form** should be completed for that employee.

## 4. **Professional Learning Annual School-Based Course Completion Roster: (FORM D)**

This form is completed by the school-based professional learning coordinator. It is an annual compilation of all certified and non-certified staff members and the total contact hours of school-based activities in which each staff member participated. Included in the roster are boxes to indicate whether a waiver form was issued (if the participant had less than 10 contact hours), whether a course completion form was issued (if the participant completed 10 or more contact hours), and the total number of school-based PLUs that were awarded, if any. If none were awarded, a "0" should be placed in the last column.

- This form should be completed and turned in to Judy Dixon at the end of the school year.
- The Principal should sign the bottom of the form.

## 5. **Professional Learning Hours Form for the State Annual Professional Learning Report: (FORM E)**

Each administrator, teacher, counselor, media specialist, paraprofessional and non-certified employee of Oconee County who attends training for PLU credit should receive a copy of this form at the beginning of the school year. (It is the employee's responsibility to document professional learning activities and credit earned.)

**Purpose & Procedures:** This form is used to document **all** courses for "PLU" credit, college credit hours, conferences, seminars, state and federally required training activities. Each school-based and system-based workshop or training should be documented on this form, as well as any workshop or training attended outside of the system.

- This form is used to complete the annual state report, and should be turned in to the school-based professional learning coordinator at the **end** of the school year.
- The school-based professional learning coordinator will collect and forward all of the forms to Judy Dixon. These forms are due no later than one week after graduation. A specific date will be determined and announced each year.

**Note: Do not attach any documents to these forms.** These are used exclusively for the annual report. They **do not** go in the employee's files in Human Resources.

# Oconee County Schools Professional Learning Forms

---

## 6. **Professional Learning Community (PLC)- Meeting Documentation Form:** (FORM F)

This form is used to document PLC meetings. It must be completed by the participants and signed by an administrator or the school-based professional learning coordinator.

**Note:** The school must have this component (Professional Learning Communities) designated in their school-based professional learning course proposal that is submitted and approved by the Professional Learning Advisory Committee in order for participants to receive credit.

**Note:** A Critical Friends Group is a type of Professional Learning Community; however, the objective of the meeting **must** coincide with the requirements of professional learning designed by the State Board Rule.

- The school-based coordinator will keep track of the PLC meetings and hours earned.

## 7. **Professional Learning Training Agreement:** (FORM G)

These forms are optional. Use of the form is determined by a school's administrator. It is an "assurance" form that indicates that the participant will attend the classes and remain in the school system after receiving training at the system's expense.

**Note:** If teachers are using professional learning funds to acquire a Gifted Endorsement, Reading Endorsement, or another endorsement...or if they are using funds to attend an expensive conference or training, a decision may be made to use this form prior to the release of the funds for payment.

- Please check with the school's administrator to get his/her input on the use of this form prior to its use.

## 8. **Professional Learning Workshop Evaluation:** (FORM H)

100% of our professional learning activities must be evaluated. For the school-based professional learning, you may choose to have participants evaluate each individual activity, or you may choose to have participants complete one evaluation form for the entire series of activities.

- Evaluation forms should be turned in Judy Dixon at the end of the school year. Please include them in the professional learning notebook.

## 9. **Waiver Form:** (FORM J)

This form should be completed and signed if the participant **did not attend** sufficient school-based professional learning activities to acquire 10 contact hours or 1 PLU.

- This form is turned in at the end of the school year to Judy Dixon.