



FY2027 Professional Learning Request

Federally Funded Activities and Strategies

Section 1. Basic Professional Learning Information

School/Department:			
Person Submitting PL Proposal:		PL Title:	
Person Providing Professional Learning:			
Date(s) of PL:	PL Time:	PL Location:	
PL Audience (select all that apply)			
☐ Teachers	☐ Instructional Coaches	☐ Administrators	☐ Paraprofessionals
☐ Counselors	☐ Support Staff	☐ Other:	

Section 2. System Goals

Indicate which goal aligns to your requested Professional Learning.
☐ DIP Goal #1: During the 26-27 school year, we will increase student content mastery for student groups in tested subject areas on the Georgia Milestones by 3%.
☐ DIP Goal #2: During the 26-27 school year, we will increase feedback mechanisms by increasing the evaluation completion rate by 3%.
☐ DIP Goal #3: During the 26-27 school year, we will reduce chronic absenteeism by 5%.
☐ DIP Goal #4: During the 26-27 school year, we will improve on-time delivery rate of student transportation services by 5%.
School/Department
Goal/Critical Initiative:

Section 3. Description of Requested Professional Learning

Type of Professional Learning (select all that apply)			
What is the PL topic/focus?			
☐ Workshop	☐ Coaching	☐ Conference	☐ Consultant-led training
☐ School-based PL	☐ District PL	☐ Online/Virtual PL	☐ Other:
What is the target/expected outcome for this professional learning? Select all that applies.			
☐ Improve instructional strategies	☐ Increase student engagement	☐ Support differentiated instruction	☐ Improve achievement gaps
☐ Improve assessment strategies	☐ Strengthen pedagogical content knowledge	☐ Support Tier 1 instruction	☐ Improve intervention/enrichment practices
☐ Other (please specify):			
How does this align to your school's strategic goal?			

Section 4a. Monitoring Implementation of Learned Strategies

How will you monitor the implementation of the learned strategies from professional learning? Select all that applies. *Note: Monitoring of the implementation of learned strategies should connect to the tool that you are assessing with and has a measurable impact. Click here for exemplars/resources.*

☐ Lesson plans with implementation including student work	☐ Teacher observations with monitoring tool: <i>(ELEOT, TKES/LKES, GaLEADS, checklist, etc.)</i>	☐ Video recording of implementation with coaching notes <i>(Swivl or similar device)</i>	☐ Student achievement data – <i>Specify data:</i>
☐ Peer observations with documented notes	☐ PLC documentation with teacher observation debriefs	☐ Other:	

Briefly explain the sustainability plan:

How often will you collect data on the implementation of the learned strategies from the professional learning?

☐ Bi-weekly	☐ Monthly	☐ Quarterly	☐ Other:
------------------------------------	----------------------------------	------------------------------------	---------------------------------

When is the target end date for evidence that you will upload? *Note: This date will signify release of payment for the professional learning based on submitted evidence.*

Section 4b. Reporting Effectiveness Measures

☐ I acknowledge that I must upload the documentation for the effectiveness measures into the district platform.
☐ I acknowledge that I must document the PL data/evidence in the 45/90-day (schools) or 60/120-day (departments) presentation if applicable.

Section 5. ESSA Documentation Requirements

All of the following must be uploaded to the approved district platform to show how the Professional Learning will be documented per ESSA Sec. 2104. *Note: All the documents must be uploaded before final payments are made.*

☐ Canvas Course (URL needed) ☐ Sign-In ☐ Participant Roster ☐ Agenda ☐ Course Evaluation ☐ Presentation Materials ☐ RCSS Payroll Upload Spreadsheet

**Please reach out directly to the Professional Learning Department if you need assistance in creating the Canvas course.*

Section 6. Evidence-Based Requirements & Expenditures

Indicate how Professional Learning will be funded.

☐ Consolidated Funds/150	☐ Title I	☐ Title II*	☐ Title III	☐ Title IV	☐ Stipend	☐ Additional Pay
---	----------------------------------	------------------------------------	------------------------------------	-----------------------------------	----------------------------------	---

**Indicate whether the activity/strategy is evidence-based using the ESSA Sec. 8101 definition. Suggested resources include ED, What Works Clearinghouse, National Clearinghouse for Educational Facilities, and/or Educational Resources Information Center.*

Expenditure Type & Calculation/Cost Information (Stipends)

Number of Participants: x \$30.00 x **Hours =** + **FICA (0.0765):**

Note: Participant roster required upon approval of PL.

Instructor: If Employee(s):	x \$50.00 x	Hours =	+ FICA (0.0765) =
Instructor: If Non-Employee(s):	x \$ (Rate)	Hours =	+ FICA (0.0765)=
Registration (if applicable)			
Number of Participants:	x Registration Cost:	=	
Number of Substitute(s):	Total Cost:		
Consultant, non-employee or employee Attach Consultant Documents. See link below for needed documents.			
List any resources or supplies with costs necessary for the PL:			
Total Cost:			

Section 7. Approval Note: PL should not happen until all approvals are received and notification is sent via email.

Department	Signature	Date	Approved	Not Approved
Assistant Superintendent of Administrative Services/ Department Director			☐	☐
Deputy Superintendent of School Improvement and Strategic Initiatives			☐	☐
Chief Academic Officer			☐	☐
Director of Accountability and Federal Programs			☐	☐
Director of Professional Learning			☐	☐

Section 8. Required Submission Items Note: Please visit the district web page for documents.

Non-Employee Consultant Documents	Employee Provider of PL Documents
☐ New Vendor Packet ☐ Consultant Agreement ☐ Copy of Driver License ☐ Resume ☐ Consultants' Payroll Expectations ☐ Proof of Service ☐ Written feedback or anecdotal notes (if applicable)	☐ Consultant Agreement ☐ Resume ☐ Proof of Service ☐ Written feedback or anecdotal notes (if applicable)
<i>The following items must be submitted: Participant roster, Agenda, Sign-In (Virtual/In-Person), Course Evaluation, Presentation, Utilization of learned strategies (observations, student/teacher data, etc.), and Canvas Course URL</i>	