

Meriwether County Professional Learning / Travel Procedures

Participant completes the **PRIOR APPROVAL FORM** at least **6 weeks in advance**.
(This allows time for approval and ensures sufficient time to complete the registration process.)

Principal signs the **PRIOR APPROVAL FORM** and submits it to Sandra Brown at
MCSS Board of Education sandra.brown@mcssga.org

PRIOR APPROVALS are reviewed by Curriculum & Instruction / Federal Programs.
FORMS are either approved or rejected

APPROVED REQUESTS

Sandra Brown will return the approved form to the school secretary. The school secretary will notify the principal and participant.

The participant now completes the 2nd FORM:
PROFESSIONAL LEARNING MONITORING SURVEY (link located on the district website)

PL REQUIRING REGISTRATION

Send **COMPLETE Registration information** to Jona Gibson and Sandra Brown
Jona.gibson@mcssga.org
Sandra.brown@mcssga.org

DO NOT REGISTER
FOR ANY PL UNTIL YOU ARE NOTIFIED BY JONA GIBSON or SANDRA BROWN

You will receive an email from JONA GIBSON or SANDRA BROWN with information about payment so that you can register.

PL REQUIRING TRAVEL

Fill out the **HOTEL REQUEST FORM** found on the district website and submit it to Jona Gibson and Sandra Brown
Jona.gibson@mcssga.org
Sandra.brown@mcssga.org

Reservations will be made at Central Office.

You will receive a **Travel Packet** of information and forms prior to your date(s) of travel.

REJECTED REQUESTS

will be sent to school secretaries

REJECTED DUE TO MISSING INFORMATION

(Missing agenda, signature, info. about the PL)

Provide the missing information and **resubmit** to Sandra Brown

**REJECTED BECAUSE IT DOES NOT MEET PL GUIDELINES...
PROCESS STOPS HERE**

We understand that occasionally there will be an exception to the 6 Week timeline. In such cases, you **must** contact Sandra Brown to expedite the process. **If the PROCESS is NOT FOLLOWED**, then your request can be denied or you will be responsible for payment/fees.