

## LCSS PD - Checklist for Submitting Course Completion Information

<b>School:</b>	
<b>Date:</b>	
<b>Course Number:</b>	

Please staple each of the following items below as a set and send in the following order to:  
Kellie Zeigler, Director of Professional Learning / Teaching & Learning Department

ITEM TO SUBMIT	Notes / Guidance
1. ____ <b>Verification of Course Completion Form</b>	List all faculty who participated to earn "PLC hours" – Remember everyone earns up to 20 hours / 2 PLU. <b>Special groups like paras who may earn less should be on a separate sheet with 10 hours / 1 PLU.</b>
2. ____ <b>Course Description</b>	Submit the copy that was returned to you with the course number provided.
3. ____ <b>Principal's Statement of Professional Learning</b>	Type up a short statement regarding staff learning, PLC collaboration and expected outcomes. Also include any changes that need to be made in accordance to further any learning, etc. Have principal sign.
4. ____ <b>Faculty PLC sign in sheets as applicable</b>	These would mainly be any whole group PLCs or PD that took place. <b>Remember small group PLC sign in should be on their summary form and the PRIMARY focus for PLCs.</b>
5. ____ <b>PLC 1<sup>st</sup> &amp; 2<sup>nd</sup> Semester Topics Listing</b>	2 documents that list each semester's PLC topics
6. ____ <b>Sampling of PLCs with group summaries/notes</b>	Show a sampling of grade levels/content group PLCs that were held throughout the school year. These should be mainly groups and not whole staff. <b>(At LEAST two from each month. ** Make sure sampling shows a mixture of all grades/contents when pulling for the year. If you have 1<sup>st</sup> &amp; 5<sup>th</sup> for August, pull other grades for Sept, and so on.)</b>
7. ____ <b>Copies of Any Agendas for Specialized PD for a group or whole school if applicable</b>	Agenda & Sign In Sheet <b>ONLY</b> – no handouts in bulk. ☺
8. ____ <b>End of Year Course Evaluations</b>	Have the staff complete an end of year evaluation to show what they've accomplished this year and participated within. <b>(use Google Forms &amp; print summary charts)</b>
9. ____ <b>Implementation Checklists</b>	Pull end of year walkthroughs from Google Form walkthroughs for staff and print report.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Specialist

\_\_\_\_\_  
Date

*Please keep a copy of this information on site.*

**ALL COURSE PACKETS ARE DUE 1<sup>st</sup> of MAY EACH YEAR UNLESS APPROVED BY CENTRAL OFFICE**

March 2020