

# Russell Independent Professional Development Reference Guide



***The Russell Way: Where Tradition Meets Excellence***  
***Our mission is to inspire and empower all students to reach  
their maximum potential: one student, one-lesson, one day  
at a time.***

Heather Aldrich, Chief Academic Officer

908 Powell Lane

Flatwoods, KY 41139

Phone: 606-836-9679 Fax: 606-836-2865



### **Attending a Professional Learning Opportunity:**

1. Seek approval to attend from your principal who will notify the PD Coordinator.
2. If the PD is one that is created by or sought out by departments, grade levels, etc, please use the PD Proposal Form. Once the PD coordinator has approved the PD, it will be added to the PD Offerings Google Drive Sheet.
3. If you attend PD out of District, please make sure to bring back the agenda and a certificate.

### **Completing the Professional Learning Request Form:**

1. The Professional Leave form must be completed prior to the Professional Learning Opportunity. Make sure to include all that may apply: registration fees, travel, food, lodging, or substitute. Once the form is completed, the principal will approve and send to the Professional Development Coordinator.
2. Reimbursements will be handled by the PD Coordinator and Central Office. Please make sure to submit the overnight reimbursement form or the non-overnight reimbursement form no later than 30 days after the PD Opportunity.

### **Obtaining Credit:**

1. Please fill out the PD Reflection/Evaluation Form. Once that is submitted to the PD Coordinator, the credit will be awarded.
2. Remember to check your school's plan as to what can be awarded credit for flex or non flex.
3. PD credit is awarded when completed outside of the school work day.

### **Tracking of Hours:**

1. Teachers will log onto Google Drive to monitor hours.

