

Randolph County Schools K-12 Professional Development Learning Review

Teachers and administrators should complete the *RCS K-12 Professional Learning Review* whenever they attend a workshop or professional development session. The “Key Ideas Presented in the Workshop” section of the template should contain a detailed synopsis of the information shared in the session. Links to any electronic/web resources that were provided in the workshop should also be listed.

Workshop attendees should provide their RCS email address on the template so that others may contact them for additional information if interested.

If a participant is representing the district at a professional development session, such as a PTEC workshop or a conference, the completed template should be submitted electronically to both the principal and the appropriate director at central services within five days of the completion of the professional development activity.

If the participant is representing the school at a professional development activity, the completed template should be submitted electronically to the principal within five days of the completion of the workshop.

Principals and directors should print a paper copy of all RCS K-12 Professional Development Learning Review forms that are submitted to them and file all copies in a 3-ring binder in a central location in the building.