



Richmond County Board of Education
Pre-approval to Provide Professional Learning or Professional Services
(Employee)

Directions for Submission

- Completed pre-approval form must be received at least 20 business days in advance of proposed work and must be approved prior to the start of any work.
- Pre-approval forms must include a narrative plan of proposed work, and evaluation plan which includes specific goals, intended outcomes and measures of effectiveness. In addition, curriculum vitae of all individuals providing services must be attached.
- Payment must be processed through RCSS payroll department.

Employee Name _____

Employee ID _____

Mailing Address _____

Project Title _____

Proposed Date(s) _____

School/Department _____

Funding Source _____

Brief description of services to be performed.	
How will services impact student achievement?	

This agreement is voluntarily entered into between the above named employee or individual and the Richmond County Board of Education for the services described above. In consideration of the services delineated above, the employee will be paid as detailed below and as allowable by grants and other funding sources:

_____ session(s) @ _____ Total to be Paid \$ _____

Employee's Signature	Date
Principal's Signature	Date
Director's Signature	Date
Associate Superintendent's Signature	Date

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Please answer the following questions for monitoring and documenting the work of the Professional Learning Activity.

How will the goals of this activity impact student achievement? Attach evidence for documentation that you have monitored.

What professional practices will be developed or enhanced by this activity? Attach evidence for documentation.

How will the effectiveness of the activity be evaluated?

Office Use Only:

Activity Verified (Date) _____

Post Evaluation (Date) _____

Program Specialist Signature

Administrator's Signature/Date