

STUDY GROUP PROCEDURES

- ✓ Teacher will complete applications and give to building principal for signature.
- ✓ Applications are then sent to the Assistant Superintendent for Instruction and Personnel for approval.
- ✓ Copies of approved applications will be emailed to the Department Chair or Facilitator listed on the application and to the Staff Development Coordinators. A paper copy is then sent to the Personnel Office for filing.
- ✓ After completion of the study group, the Department Chair/Facilitator will complete the “Total Hours” form and send to the Assistant Superintendent for Instruction and Personnel for review.
- ✓ The “Total Hours” form is then sent to the Personnel Office for recording.