

CONFERENCE/WORKSHOP REQUEST

(INTENT FORM MUST ACCOMPANY THIS REQUEST-SEE REVERSE SIDE OF THIS FORM)

SUBMIT THIS FORM IN DUPLICATE

***NOTE – This form is for APPROVAL ONLY:**

SCHOOL DISTRICT OF: _____
DATE: _____

YOU MUST SUBMIT A SEPARATE REIMBURSEMENT FORM WITH RECEIPTS AFTER ATTENDANCE

NAME: _____ SCHOOL: _____ POSITION/SUBJ.AREA/GRADE _____

MAILING ADDRESS: _____
STREET/P.O.BOX TOWN ST ZIP CODE

Name of Conference/Workshop: _____

Describe it: _____

When does this take place? From: _____ to _____
Month/Day/Year Month/Day/Year

Time of Workshop/Conference: _____

Where does this take place? _____

Are you an official delegate or speaker? _____ If not, what will be your role? _____

What goal does this address in your Staff Development Plan or area of teaching? _____

The funding requested is from: _____ Title 1 _____ Title 11 _____ IDEIA _____ District
_____ Other (please specify) _____

Conference/Workshop (Registration Fee) COST: _____
Approx. Mileage _____ (Actual Mileage must be taken at time of conference) COST: _____
Meals/Lodging per day: _____ No. of days: _____ COST: _____
Maximum requested COST: _____

NOTE: NO REIMBURSEMENT WILL BE ISSUED UNLESS:
(1) "Request for Reimbursement" form (#22) submitted with copies of paid vendor's itemized receipts for meals/hotel/ misc. AND certificate and/or verification of attendance.
(2) This form (#21) is signed by the Superintendent or Assistant Superintendent PRIOR TO the conference or workshop.

Employee's Signature Date
Principal's Recommended Amount: _____
Reason(s): _____

Dept. Head Initials, if Applicable. Date
Principal's Signature Date

APPROVED BY: _____
Superintendent/Assistant Superintendent Date

School Administrative Unit #9

Intent Form

This form must be attached to CONFERENCE/WORKSHOP REQUEST (#21) or REQUEST FOR APPROVAL OF COURSE CREDIT REIMBURSEMENT (#23) forms to receive approval.

Name: _____

Date: _____

Workshop Title: _____

Date(s): _____

Conference Title: _____

Date(s): _____

Credit Course Title: _____

Date(s): _____

Explain briefly how this conference/workshop/credit course will impact the achievement of your students.

Explain how you plan to share information from this professional development activity. Specify the team(s), individual(s), and/or group(s) of interest and time frame you believe will work.