



***NOTE: To be completed by attendee and submitted to the Building Principal/Supervisor at least ten (10) days before date of requested leave. This request must be submitted along with completed registration, conference description material, a claim form for conference expenses, and payment for any non-District-subsidized expenses. The District Office will submit the registration form.**

DATE(S) OF CONFERENCE: _____ / _____ / _____

☐ ONE-DAY CONFERENCE

☐ MULTIPLE-DAY CONFERENCE

LOCATION: _____

SPONSORING ORGANIZATION: _____

CONFERENCE THEME: _____

(Attach a copy of descriptive material)

RELATIONSHIP TO STAFF DEVELOPMENT GOALS: _____

ANTICIPATED COSTS:

Mileage (if own car is used) \$ _____ (\$.535/mile)

Meals \$ _____

Lodging \$ _____

Registration \$ _____

TOTAL: \$ _____

(District-subsidized expense not to exceed
\$175/day total which includes mileage,
meals and lodging)

DATE OF REQUEST: _____ / _____ / _____

Attendee (Please Print)

DEPARTMENT/: _____

BUILDING _____

Number of Conference Days Attended this Year: _____

Attendee's Signature

*****Checklist*****

☐ Have you checked the deadline of the registration? (The business office needs the paperwork at least 10 days prior.) Have you completed a registration form and is it attached?

☐ If the conference is over the \$175 limit, have you attached a personal check for the difference made payable to the organization?

☐ Have you attached the conference description material?

☐ Has your principal/supervisor approved your request?

☐ Have you completed a claim form, if needed?

NOTE: A written report to be submitted to the Building Principal within ten (10) days after return from the conference. Or, the attendee may choose to present a summary of the conference topic to colleagues at a faculty meeting.

APPROVAL TO ATTEND

Building Principal/Supervisor

Date

Superintendent

Date