

# NEW LEBANON

CENTRAL SCHOOL DISTRICT

**\*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. For any reimbursement, please attach copy of CTLE certificate or other proof of attendance.**

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) \$ \_\_\_\_\_  
 (\$.70/mile, in excess of normal commute)

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 \_\_\_\_\_

\_\_\_\_\_  
Attendee's Signature

Number of Conference Days Attended this Year: \_\_\_\_\_

**\*\*\*Checklist\*\*\***

- |  |   |
|--|---|
| <p><input type="checkbox"/> 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?</p> <p><input type="checkbox"/> Have you attached the conference description material?</p> <p><input type="checkbox"/> Have you completed a claim form, if needed?</p> | <p><input type="checkbox"/> If the conference is over the \$175 limit, have you attached a personal check for the difference made payable to the organization?</p> <p><input type="checkbox"/> Has your principal/supervisor approved your request?</p> |
|--|---|

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