

REQUEST FOR ATTENDANCE AT PROFESSIONAL MEETINGS

PLEASE REVIEW & INITIAL EACH INSTRUCTION

INSTRUCTIONS:

___ Conference or workshop requests must be submitted for approval **at least 2 weeks** before the date of requested conference/workshop. Final approvals will be granted by the Superintendent.

___ This form is to be completed by the person making the request and then approved by the principal. **Send completed form to Assistant Treasurer.** They will obtain Superintendent/Treasurer approval/disapproval.

___ If approval has been granted, a purchase order will be issued and the form will be stamped "Approved". The form will be sent back to you. You will receive a purchase order through your school e-mail. If not approved, the employee will be notified.

___ **Requestor will complete the Professional Reaction Form upon their return from the conference and submit to Superintendent's office within 2 weeks of workshop/conference attendance. (form is available on JLSJ website)**

NAME _____ POSITION _____

1. Please state the purpose of your request: _____

2. Your subject area or activity of responsibility: _____

3. Official name of conference/workshop: _____

4. Place _____ Date(s) _____

5. **COST:**

Registration/Workshop Fee \$ _____

*Hotel/Lodging \$ _____

(*Over Night Trips Only/Itemized Receipts Required)

*Meals \$ _____

**Mileage (requires separate P.O.) \$ _____

(** If mileage is left blank, you cannot ask at a later date. If not certain, estimate)

Other (specify ie: parking) \$ _____

Substitute Cost \$ _____

(\$135.00 full day/\$67.50 half day)

Total Expected Cost: \$ _____

6. State how you plan to use the information obtained from your attendance at this conference/workshop in your instructional program:

I have read and understand the guidelines to attend a Professional Meeting

Signature _____

Date _____

Principal _____

Date _____

SEND COMPLETED FORM TO ASSISTANT TREASURER

APPROVAL:

Superintendent _____

Date _____

Treasurer _____

Date _____

If disapproved, reason: _____