

**Request for Attendance at Professional
Conference/Workshop**

***Please remember to register yourself with the vendor once this form is returned to you.**

Employee: _____ Date: _____

School/Department: _____ Assignment: _____

Date of Conference/Workshop: _____ Cost: _____

Title: _____

Brief description of conference (attach copy of brochure and list conference vendor name, address, phone and fax number)

Building Administrator Use Only

Substitute required: _____ Yes _____ No

Principal/Director (please initial indicating approval to attend): _____ Date: _____

Central Office Use Only

Expenses to School Department:	\$
Charge to Account Number	
Charge sub to PD?	Yes No
Vendor in Budget Sense	Yes No
Action taken by Central Office	Approved Not Approved

Assistant Superintendent's Signature: _____ Date: _____

Procedure for Request to Attend Professional Conference/Workshop

1. Download request form from district web site (follow the link: [District](#) → [Human Resources](#) → [Current Employee Information](#))
2. Complete the top section of the form including vendor name and address, cost of conference.
3. Discuss relevance of conference with building principal and/or Director of Special Education and Student Services. If building administrator is in support of attendance at conference, principal or director initials and dates form and indicates if a substitute is required.
4. Educator submits the Request Form (with conference brochure attached) to Central Office, attention: Mary Beth Hamel.
5. Assistant Superintendent approves the expense if possible, and Central Office staff assigns account number, and enters a requisition into financial software to encumber funds and generate a PO number. ***Please note, this step approves cost only, it does not register teacher/staff member to attend the conference.***
6. Central Office returns approved request form with PO number to teacher/staff member.
7. Teacher/staff member:
 - Registers for the conference with the conference vendor; provides PO #
 - Enters anticipated absence into the sub calling system; prepares sub plans
 - Alerts building office staff and team leader/department liaison of absence and date/time of conference
 - Shares a brief summary of the conference at grade level team or department meetings