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)

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Building Administrator Use Only

Substitute required: ______ Yes ______ No

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

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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: _____________

Revised 9/16
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