

Keeneyville School District 20
**REQUEST FOR PERMISSION TO ATTEND MEETINGS,
CONFERENCES, CONVENTIONS**

Note: Please read the Conference Policy stated on the back of this form before submitting this request.
2011—2012

NAME _____ TODAY'S DATE _____

SCHOOL _____ GRADE _____

Name of meeting, conference, convention, or event you wish to attend (please attach the events registration and brochure):

LOCATION _____

DATE(S) TO BE GONE _____ Half Day _____ Full Day _____

Registration

Request for payment of Registration Fees MUST be turned in to the Curriculum Office with the Building Principal signature no later than 20 school days prior to conference or registration deadline date (whichever is earlier).

Registration Fee \$ _____ Budget Name _____

Fax No, (if needed) _____ Account No. _____

Forward Payment to _____

Address _____

Other

Total of estimated expenses (meals, transportation, lodging): All Expenses are to be paid for by the employee. Lodging/transportation accommodations should be made by the employee - Receipts for meals, lodging, transportation and/or travel vouchers should then be attached to a check request (for no more than the amount approved) and submitted to the Accts. Payable Dept. for reimbursement, no later than 2 weeks after the conference.

Estimated Expenses \$ _____

Budget Name _____ Account No _____

Subs

Do you need a sub? _____ What day(s)? _____ Half Day _____ Full Day _____

Budget Name _____ Account No _____

Origin of Request: Principal _____ Teacher _____ Other _____

I have read the Conference Policy and agree to meet with the building principal to schedule a time for a presentation to pertinent staff members.

Employee Signature

APPROVALS

Building Principal _____ Date _____ Spec. Ed. Dir. _____ Date _____

Dir. Of Curric. _____ Date _____

What ideas/skills/ procedures do you expect to learn at this conference? _____

In what ways do you believe you might incorporate these to reach state/district/school goals and/or standards? _____

How does this conference/workshop relate to district goals and/or SIP? _____

CONFERENCE POLICY

When a staff member makes a request to attend a conference:

The building principal will make the determination about attending the conference.

The determination will be based upon the following:

- Fund availability
- Relationship to district goals
- Relationship to school improvement plan
- Sub availability

The staff member attending the conference must agree to make an oral presentation to pertinent staff members. The focus of the presentation could be:

- * An evaluation of the conference in terms of relevancy to district goals, school improvement.
AND/OR
- * An incorporation or integration of the ideas/skills learned at the conference
- * What steps/procedures/resources are necessary to incorporate/implement the ideas/skills learned at the workshop?

The purpose of this form is to request approval from the building administrator and any other needed administrative personnel. All registration is to be handled by the Curriculum Office after all approvals have been met. Do not register or prepay for the conference/workshop on your own. The Curriculum Office will determine if a purchase order or check request is needed and will then forward that along with your registration to the vendor. Please fill out this form as completely as possible so that the Curriculum Office may process your request. Failure to provide needed information may slow down the registration process and may result in missing registration deadlines. The Curriculum Office will forward a copy of the approved conference form and follow-up form to you as conformation of your registration.