

REQUEST FOR PERMISSION TO ATTEND EDUCATIONAL CONFERENCE

**This conference request MUST be sent to the district office PRIOR to the event date to allow time for processing. Requests sent late are not guaranteed approval.**

Teacher/Staff Member: \_\_\_\_\_

Conference Attending: \_\_\_\_\_

Date(s) of Conference: \_\_\_\_\_

Place of Conference: \_\_\_\_\_

Costs: Registration \$ \_\_\_\_\_ Housing \$ \_\_\_\_\_

Mileage \$ \_\_\_\_\_ Substitute \$ \_\_\_\_\_

Are you requesting the District car?  Yes  No

If yes, please make arrangements by contacting the Transportation Department at Ext. 4141.

To be completed by Supervisor:

Source of Funding:  General Fund Amount \$ \_\_\_\_\_ Code \_\_\_\_\_

(check at least one)  Federal Grant Amount \$ \_\_\_\_\_ Grant Name \_\_\_\_\_

BOCES CoSer Amount \$ \_\_\_\_\_ CoSer# \_\_\_\_\_

Other Amount \$ \_\_\_\_\_ Info \_\_\_\_\_

Add to MLP?  Yes  No

Qualifies for PD Credit?  Yes  No

\_\_\_\_\_  
Building Principal/Supervisor Signature Date

\_\_\_\_\_  
Superintendent's Signature Date

**PROCEDURES FOR REQUESTOR:**

1. Complete this form and submit to supervisor along with a copy of the conference brochure and a completed registration form. You may be required to submit an explanation or rationale in support of your request.
2. Once all signatures are obtained, conference forms will be distributed as indicated below.
3. If housing is required, the individual attending the conference is responsible for making his/her own reservations. Tax exempt forms must be used. Submit a claim form with receipts attached for reimbursement.
4. You will need to check the availability of the school vehicle. If driving your own vehicle, you may request reimbursement for mileage by submitting a claim form when you return with proof of mileage.
5. The individual attending should also register on My Learning Plan (if applicable) after receiving his/her copy of the form indicating the Superintendent's approval.

*Originator (copy 1) District Office (copy 2) Business Office (copy 3) Supervisor (copy 4)*