

Request to Attend Professional Meeting/Conference Form

ORIGINATOR INSTRUCTIONS:

1. Complete all sections. Save form using the following format: Last Name, Date of Conference (Smith 042512).
2. Forward saved file VIA EMAIL to your principal/supervisor requesting approval.

NOTE: This request must be submitted for approval two weeks prior to the date of conference (one month prior to the date if overnight accommodations are required). Failure to complete or submit this form on a timely basis may result in the denial of this request.

Today's Date: May 28, 2013
 Employee Name: Kathleen R. Shirey
 Home School: Central Administration

Name of Conference: Special Education Leadership Academy
 Date of Conference: July 22-25, 2013
 Location of Conference: Bedford Springs Conference Center

Brief Description of Conference: Annual leadership academy for Special Ed. Directors to acquire new program information, legal updates, and procedural changes

Substitute Required: Yes No

Applicable Expense Account Number: 10-2140-580-00000-15-00-00000 (12145)
 Estimated Expenses: 800.00

Note: Estimated Expenses include mileage, registration fees, hotel and meal expenses, etc.
 If expenses are needed prior to the meeting, please fill out a "Voucher Warrant" requesting an "Advance". "Voucher Warrant" form can be found on the District Website under Employee Forms.

APPROVAL INSTRUCTIONS:

1. Place X in appropriate approval box, enter your name and today's date in the space provided, save file.
2. Forward saved file via email to the next administrator. Please forward in the following order:

1. Principal/Supervisor Approval: Yes Kathleen R. Shirey
 No Principal/Supervisor - Name & Date

2. Assistant Superintendent: Yes Guyhorn 5/29/13
 No Assistant Superintendent - Name & Date

3. Superintendent: Yes [Signature]
 No Superintendent - Name & Date

4. Board Secretary: _____
Board Secretary - Name & Date