

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: 02/26/2013
Employee Name: Lindsey Lamm
Home School: Pivik Elementary School

Name of Conference: ELA and Math State Curriculum Team
Date of Conference: March 20 - March 22, 2013 and May 7 - 9, 2013
Location of Conference: Harrisburg, PA

Brief Description of Conference: We are hoping to create (and post on SAS) a robust curriculum that would be available to all LEAs. LEAs may adopt, adapt, or audit this work but essentially it will be a quality road map for educators.
Substitute Required: **Yes** **No**

Applicable Expense Account Number: _____
Estimated Expenses: Covered by the State

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** Gail Yamnitzky
 No Principal/Supervisor - Name & Date

2. **Assistant Superintendent:** **Yes** Guy Rossi 2/26/13
 No Assistant Superintendent - Name & Date

3. **Superintendent:** **Yes** Tim Glasspool
 No Superintendent - Name & Date

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