

CONFERENCE REQUEST FORM

Procedure to be followed:

This form MUST be submitted at least THREE weeks before the conference and before registration and reservations are made. Submit request to the Building Principal for approval. The Superintendent of Schools will make the final decision and requires that a Conference Report Form be completed and returned to him within 5 days of the conference.

Employee's Name \_\_\_\_\_

Conference Date & Time \_\_\_\_\_

Conference Title \_\_\_\_\_

Conference Location \_\_\_\_\_

\*For overnight conferences, a receipted hotel or motel bill is required.

Estimate of Expenses \_\_\_\_\_

Is the school car requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Day(s) Employee Requesting: \_\_\_\_\_ Full Day(s) \_\_\_\_\_ Half-Day(s) \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Is substitute needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Substitute Name \_\_\_\_\_ Full Day(s) \_\_\_\_\_ One-Half Day(s) \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Date: \_\_\_\_\_ Employee Requesting Approval \_\_\_\_\_

Date: \_\_\_\_\_ Superintendent of Schools Approval \_\_\_\_\_

ADMIN SOURCE OF FUNDING	
BOCES COSER	_____
Title I	_____
Title IIA	_____
Title IID	_____
Special Education	_____

Adoption date: