

# Pleasantville Public Schools



Dr. Felicia Hyman-Medley, Acting Superintendent

## A-5 WORKSHOP/SEMINAR/CONFERENCE SUMMARY REPORT FORM

(Submit within five (5) days after workshop/seminar/conference attendance)

Name/Assignment: \_\_\_\_\_

Date: \_\_\_\_\_

School/Grade:	Assignment:	Conference Date:
Conference Title:		

1. Briefly describe or list the major points covered in the space provided.
  
  
  
  
  
  
  
  
  
  
2. Describe how this information/training will be shared within your building/department/district in the space provided.

**Note:** Plans and Conference Summary Reports must be submitted to your immediate **Supervisor, Director of C&I** and the **Superintendent** within five (5) days after workshop attendance.

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**Administrative Use Only. Not intended for conference attendee.**

Date Report Received \_\_\_\_\_

Date \_\_\_\_\_

Distribution: Superintendent

Immediate Supervisor

Revised:03/2026  
Dr.FHM:adz