

PLEASANTVILLE PUBLIC SCHOOLS
Pleasantville, New Jersey 08232

Revised
11/2010

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 _____

Briefly describe or list the major points covered in the space provided.

Describe how this information/training will be shared within your building/department/district in the space provided.

Note: Turnkey 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.

Administrative Use Only. Not intended for conference attendee.

Date Report Received _____ Projected Turnkey Date _____

Distribution: Superintendent Director of C&I Immediate Supervisor