



APPLICATION FOR ATTENDANCE AT CONFERENCE / WORKSHOP (In-State)

(All Conference/Request Forms Must be received 30 days prior to workshop, Incomplete forms will be returned.)

A-5 Requirement: A brief workshop summary must be submitted to your principal/ and the Superintendent's office within **5 days of** conference/workshop/meeting attendance.

Name: _____ Title _____ Date: _____

LOCATION: _____ SUB FULL DAY _____ HALF DAY _____

1. Conference/Workshop Title/ Location (Please attach appropriate information, i.e. flyers, brochure, etc.)

2. Date of Conference/Workshop: _____ City, State _____

3. Justification: How will this improve your performance towards accelerated student learning.

4. Fees Requested (fill out completely)

4b. Funding Source / Account Number(s)

| | |
|---|--|
| Registration: | |
| Travel (per A5 Guidelines): | |
| Food (per A5 Guidelines): | |
| Lodging (per A5 Guidelines): | |
| Other: | |
| Max. Exp. Requested: (Max. Exp. Total for all items above) | |

Staff Member's Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____

ADMINISTRATIVE STAFF MUST PROVIDE SIGNATURE OF APPROVAL AND ACCOUNT NUMBERS)

_____ **Approved** _____ **Not Approved** **Comment(s):** _____

Superintendent's Signature: _____

Date: _____

_____ **Approved** _____ **Not Approved** **Comment(s):** _____