

VERONA PUBLIC SCHOOLS
PLEASE COMPLETE IN DUPLICATE
REQUEST FORM

ATTENDANCE AT EDUCATIONAL CONFERENCES, MEETINGS,
CONVENTIONS AND SCHOOL VISITATIONS

GUIDELINES

1. All requests for permission to attend educational conferences must be submitted in writing to the Superintendent of Schools at least two (2) weeks prior to the date of the conference. **In addition, any conference costing more than \$150.00 must be submitted six (6) weeks in advance and approved by the Bd. of Education prior to attendance as per Policy 6471.**
2. Expenses incurred in attending educational conferences can be paid only in cases where a staff member has been requested by the School Administration to represent the District or where there has been a specific provision by the Board of Education in the budget.
3. Credit for hours of in-service will be granted upon receipt of certification from conference.
4. Graduate Credit Equivalency will only be granted for workshops taken outside of school hours.
5. If the staff member attends an out-of-district workshop/conference, the member is required to complete the State mandated workshop Conference Form.

TO: School Principal DATE: _____

FROM: _____ SCHOOL: _____

Print Employee Name

I would like to request permission to be absent: _____

Location: _____

Purpose: _____

COST: REGISTRATION \$ _____ OTHER \$ _____ MILEAGE \$ _____ TOTAL COST \$ _____

Check: Building Acct. () District Acct. () _____

Employee Signature

Principal's Comments _____

Recommended by: _____

Supervisor Signature

Recommended by: _____

Principal's Signature

Substitute Required: yes () no () Absence Only: _____ Expense Allowance: _____

FOR OFFICE USE ONLY

Approved by: _____

Superintendent's Signature

Approved for: 100 HOURS: [Y] [N] GRADUATE CREDIT EQUIVALENCY: [Y] [N]
(Determined by Superintendent)

Copy for: Superintendent of Schools
Business Administrator
Employee

Revised 11/10, 10/12