

Conference/Workshop Request Form



Name: _____ School: _____ Date _____

Title of Conference: _____

Location _____ Date(s) _____

Please explain how this conference will support your work/teaching.

How will you disseminate the information/strategies learned once you return?

How many conferences have you attended in the past year? _____

	<u>Estimated Costs</u>	
Registration Fee		\$ _____
Lodging (Conference Room Rate)		\$ _____
Travel (To Conference/From Conference)		\$ _____
Meals (Dinner Meal Only)		\$ _____
Total		\$ _____

_____	_____
School Administrator Approval	District Instructional Staff Approval

If more than one person per school is attending a conference, carpooling and sharing rooms is encouraged, as appropriate. If persons are not carpooling, travel will be reimbursed at 50%.