



Request for Professional Meeting Attendance

The Request for Professional Meeting Attendance form should be submitted to Central Office at least two weeks in advance of the meeting where attendance is proposed. Supporting documentation for the meeting is required and must be attached to this form. Upon approval, a copy will be returned to the requester. Central Office personnel will enter the absence into the attendance reporting system.

Employee Name: _____ School or Department: _____

Name of Conference: _____

Location: _____ Date(s) of Attendance: _____

Purpose: _____

	YES	NO	
Substitute Needed?			Assigned Substitute:
Expense paid by Board of Education?			Estimated Cost:
Advance Payment Requested?			Account Number to be Charged:

Submit actual bills/receipts to the Business Office with a *Conference/Convention/Workshop Expense Report (Form 19)*

Conference Attendee: Complete the Chart Below

Sustained, work-embedded, focused on teacher growth, directly related to student achievement	Mentoring or Being Mentored	LEA/ISD/College Workshop or Conference	Coursework	Highly Qualified Status	State-level or institute of higher education content-specific service or committee	Virtual Learning	Administrator Continuing Education	Other
Professional Development (PD) acquired through collegial work at the building, district, or regional level that relates to student achievement. Must be connected to the School Improvement Plan	PD the teacher acquired for purpose of advancing mentoring skills or advancing classroom skills of a new teacher during first 3 years in profession	One-day or short-term PD provided by LEA, ISD, higher education institution, regional math / science center, or professional organization	Continuing education courses taken for credit at an institution of high education	Content-specific PD acquired for purpose of documenting highly qualified status	PD acquired through state-level or institution of higher education content-specific service or committee	Content-specific PD acquired through online delivery or other distance learning	Leadership PD acquired for the purpose of fulfilling the continuing education requirement of administrator	Describe on a separate sheet.
Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs:

Employee Signature	Date	Administrator Signature	Date	Administrator Signature	Date
Ex. Director of OII Signature	Date	Financial Officer Signature	Date	Superintendent Signature	Date