

Plainville Public Schools

Request for Attendance at Educational Conferences

- Minimum of one month should be allowed between request and activity/conference
- Prior approval must be secured by your supervisor (Principal/Sped Director)
- Copy of conference notice and purchase order must be attached
- If reimbursement is being requested, information of costs must be submitted
- A report needs to be submitted to the Superintendent within one week of the conference

Name: _____ Date: _____

Position: _____ School: _____

Activity or Conference (Name and Location): _____

Date(s): _____ Time(s): _____

Purpose of Conference: _____

Substitute to be employed? Yes No

Reimbursement Requested? Yes No If yes, please complete the following:

Estimated Cost: Mileage _____ Registration _____

Meals _____ Other _____

Reviewed and Recommended by: _____

(Principal and/or Director of Student Services, Food Service Director,
Technology Administrator or Business Administrator)

Superintendent

Approved: _____ Not Approved: _____ Date _____

Limitations of Approval _____

Account No. _____ Amount _____

Copy to: Employee

Substitute Coordinator

Supervisor of Department (if needed):

Principal	Director of Student Services
Food Service Director	Technology Administrator
Business Administrator	