

## 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 bank statement or credit card statement with your name on it is needed)

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

Activity or Conference (Name and Location): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Purpose of Conference: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ I have called or texted the substitute line (774-364-0968) to inform the Substitute Coordinator of my requested absence (even if I do not require a substitute).

Substitute to be employed? ☐ Yes ☐ No

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

Estimated Cost: Mileage \_\_\_\_\_ Registration \_\_\_\_\_

Meals \_\_\_\_\_ Other \_\_\_\_\_

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Reviewed and Recommended by: \_\_\_\_\_

Principal or Director Signature

Superintendent

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date \_\_\_\_\_

Limitations of Approval \_\_\_\_\_

Account No. \_\_\_\_\_ Amount \_\_\_\_\_

CC:Employee

Principal or Director

Business Administrator

Personnel file