

Conference Request Form

Teacher:	School:		
I wish to attend:			
Dates:	Start time:	End time:	Location:
Do you request a school car:	Required!		
Expenses:	Total PDP hours excluding lunch:		
Registration:	FOR CONFERENCE THAT TAKE PLACE		
Lodging/meals:	BEYOND NORMAL WORK HOURS:		
Other:	InService Credit hours:		
Total:	OR		
Sub request:	Staff development pay at current rate:		

Principal Approval:	Date:
District Approval:	Date:
Budget Code:	

Please send first to your building administrator. Once signed, send to Sara Finch at District Office. Thank you!