

**Administrator or Teacher**  
**Request for Approval to Attend a Conference**

Marple Newtown School District

MUST BE APPROVED Thirty (30) DAYS PRIOR TO THE PLANNED TRIP

(Please Type and Submit in Duplicate)

\_\_\_\_\_  
School/Building

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Adult(s) Requesting Approval

\_\_\_\_\_  
Conference or Workshop

\_\_\_\_\_  
Destination – complete address

\_\_\_\_\_  
Date(s) of Trip

\_\_\_\_\_  
Date and Time of Departure

\_\_\_\_\_  
Date and Time of Return

Nature of Trip: Professional Development \_\_\_\_\_ Curricular \_\_\_\_\_ Other \_\_\_\_\_

How many adults? \_\_\_\_\_ Names: \_\_\_\_\_

Mode of transportation:

Mileage:

Cost of Transportation:

Car

\_\_\_\_\_

\_\_\_\_\_

Airplane

\_\_\_\_\_

Cost of Conference or Workshop: \_\_\_\_\_

Cost of Lodging: \_\_\_\_\_

Transportation paid by:

Conference paid by:

Lodging paid by:

District

District

District

Self

Self

Self

Total cost to district: \_\_\_\_\_

Tentative agenda/itinerary: A copy is attached. Yes \_\_\_\_\_ No \_\_\_\_\_

List specific competencies to be learned during the Conference (attach additional information if needed):

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Define plans for relating this Conference to professional development or curricular initiatives:

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What follow-up activities are planned?

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\_\_\_\_\_  
Principal's Signature of Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent's Signature of Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature of Approval

\_\_\_\_\_  
Date