



Education is our investment in the future.

Approval Process to Present at State, National, & International Conferences

Name: _____ **School:** _____

Name of Conference and Date(s): _____

Name of Proposed Session: _____

Reason for requesting to present at the conference:

How is the conference aligned with our School District Promises and how will it benefit our students?

A copy of the conference proposal must be attached.

I understand as part of my proposal I will be expected to offer the presentation in our district. _____ (initial)

When will the presentation be offered on My Learning Plan for District staff? Date(s): _____

Anticipated Cost:

	Cost	Who will cover the cost? (Individual, Building, District, Other)
Registration		
Travel		
Hotel		
Per Diem (Meals)		
Substitute		
Total		

Number of days out of district: _____

Approval by Building Administrator: _____

Approval by District Administrator: _____

***Staff applying to present at a conference will be required to use personal days unless requested by building or district administration to present/attend the conference.**

***If your conference requires a flight a district administrator will be contacting you.**