

SUPERINTENDENT'S REGULATION 5-4.5 (B)

**GUIDELINES FOR ATTENDING
PROFESSIONAL CONFERENCES**

Personnel who need to attend professional conferences will observe the following:

Professional Conference Leave Request

The "Professional Conference Permission Request Form" shall be filled out and submitted to the employee's immediate supervisor. (Teachers should submit a completed form to the principal.) If approved by the principal, he/she will submit it to the School Board Office for processing by the division superintendent. Any information pertaining to the conference should be attached to this form. Once the form is approved by the immediate supervisor, one copy will be given to the payroll clerk, and one copy returned to the individual making the request. The copy returned to the individual making the request is to be attached to the Reimbursement of Expenses Request form when submitted for payment.