

# MONONA GROVE SCHOOL DISTRICT

## Student Services

### Conference & Workshop Request Form

Please print this form and attach to it a copy of the conference information and agenda and return it to the Student Services Administrative Assistant at the District Office. Please be sure to allow sufficient time for the district office to process this request and for you to secure a spot at the conference or workshop.

Please be sure to complete all sections and we encourage you to keep a copy for your records.

Name of Employee Attending:

Job Title:

School Building:

Phone Number:

Other District Staff Attending (Note: each person attending should complete a form)

Title of Conference/Workshop:

Date(s) of Conference/Workshop:

Location:

Name of hotel if staying overnight:

Hotel phone number:

Dates of nights you are staying:

Indicate names of possible roommate(s):

Sectionals you will attend:

Meal Choices/Restrictions & Beverage Selection:

Expenses:

Registration Fee:      \$

Hotel/Lodging:      \$

Meals:      \$      (see district policy for maximum reimbursements)

Travel/Mileage: Calculate mileage for round trip & please car pool. Attach either Map Quest or Google Maps as part of your documentation: Miles:

Other (airfare, parking, tolls) etc.      \$

Please note: Student Services does not arrange subs, so please request a sub (if needed) through AESOP. Please seek approval from the Director of Student Services if you would like the cost of subs covered by Student Services.

Building Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**For Student Services Use Only:**

Student Services Account Code: \_\_\_\_\_

Entered in Database: \_\_\_\_\_