

OUT OF DISTRICT CONFERENCE REQUESTS

Conferences can provide an excellent way to improve your teaching practices.

To request permission to attend an out of district conference:

1. Log onto www.jerichoschools.org
2. Click the tab at the left side that says JerichoNet to access the pull-down memo
3. Select Staff Resources
4. Select District Forms
5. Select Travel/Conference/Meal Forms
6. Travel/Conference Approval or Conference Expenses

Whenever a teacher is out of the district, there must be a Travel and/or Conference Order Form on file.

The Travel and/or Conference Order Form must be submitted at least 3 weeks prior to the conference date.

Secondary Teachers submit their form with information regarding the conference to your curriculum associate then principal. Elementary teachers submit information to your principal.

Travel and/or Conference requests with large expenditures (ex. out of town trips) must have attached to them an itemized projection of expenses.

If your request is approved, you will receive your approved Conference Order Form back (Safeguard this form; you will need it when submitting your Expense Reimbursement Form.)

After you have attended your conference, complete the Expense Reimbursement Form and sign.

Original receipts for any expenses must be attached to the form. (If there were no expenses incurred, place a zero in the total column.)

Attach a hard copy of your conference report in memo form to Ivy Sherman with your completed Expense Reimbursement Form. Include the date and location of the conference you attended in the memo. In addition to a synopsis of the conference, please include a description of implications for Jericho, for your school, and/or for your classroom, and/or describe changes which you will implement or that you recommend that the district consider for implementation. Also, email a copy of your report to kgunn@jerichoschools.org.

When two or more people attend the same conference, you may submit one joint report.

Elementary teachers should submit their original completed Expense Reimbursement Form with attachments to your principal.

Secondary teachers should submit their original completed Expense Reimbursement Form to your curriculum associate then to your principal.