

- CLASSIFIED EMPLOYEES -**Employment-Related Meetings Request****MORGAN COUNTY SCHOOLS**

All requests to attend professional meetings shall be made in writing to the Principal, and shall be submitted to the Superintendent for approval. Requests shall be received in the Central Office at least five (5) working days prior to the meeting date. (This is not required when supervising student trips.) You must submit your official registration information along with this form.

Name _____ Date of Request _____

Meeting Information

A. Name of meeting _____

B. Date of meeting _____ C. Location of meeting _____

D. Board Auto Available? ☐ Y or ☐ N E. Initials of Board Auto Contact: _____

F. Consolidated Plan Component Addressed _____

Objective/Strategy _____

Rationale _____

G. Anticipated Expenses (Fill in estimated expenses for applicable items):

Registration _____ Transportation Reimbursement _____

Board Auto Used _____ Meals _____

Lodging Meals Available ☐ Y or ☐ N Registration Meal Included ☐ Y or ☐ N

Lodging _____ Substitute(s) _____ Other (specify) _____

H. Funding Source _____ MUNIS Code _____

I. How will information/training acquired be shared with colleagues so as to achieve maximum student benefit?

It is understood that when participants attend professional meetings, upon returning to the Morgan County School District, they will share information/materials, etc. with other personnel having similar responsibilities.

I agree to the provisions _____ Date _____
(Signature of Employee Submitting Request)

Recommended: _____ Date _____
(Principal's Signature)

Recommended: _____ Date _____
(Program Coordinator's Signature)

This section to be completed by the Superintendent

_____ Request Approved	_____ Request Not Approved
_____ Superintendent's Signature	_____ Date

***** Approval of the Principal and Superintendent is required for reimbursement**

Review/Revised: 7/21/2015