

**Millbury Public Schools  
Conference/Workshop Approval Form**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

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Conference/Workshop Title/Topic: \_\_\_\_\_

Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Time: \_\_\_\_\_ Total Estimated Cost: \_\_\_\_\_

I am requesting: Attendance \_\_\_\_\_ Payment \_\_\_\_\_ Reimbursement \_\_\_\_\_  
(If you are requesting payment or reimbursement, please see the asterisk below)

Will substitute teacher coverage be required: Yes \_\_\_\_\_ No \_\_\_\_\_  
(If you selected yes, please make sure to post your absence in ReadySub)

Are you registered? Yes \_\_\_\_\_ No \_\_\_\_\_ (Please include registration information)

Signature of Person Attending: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approval**

\_\_\_\_\_  
Principal/Administrator Date

\_\_\_\_\_  
Director of Curriculum and Instruction Date

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**Office Use Only**

Account Name/Number: \_\_\_\_\_

Grant Fund/Source: \_\_\_\_\_

\*\*If you are requesting payment for a workshop, you must provide the amount and the account that will be paying for the workshop.

\*\*If you are requesting reimbursement, you will need to provide proof of payment and proof of attendance.