



Walter L. Atkins, Jr. • Superintendent of Education

School District

P. O. Drawer E • Marks, MS 38646 • 662-326-5451 • Fax: 662-326-3694 • qcschools.com

DISTRICT REQUEST FOR ATTENDANCE

(Approval to Attend)

TO: QUITMAN COUNTY SCHOOL BOARD

FROM: _____

RE: _____

DATE: _____

DATE OF EVENT _____

PERSONS ATTENDING: _____

Trip funded by: _____

Lodging Cost: _____

Registration: _____

Meals: _____
\$13.00 - Breakfast \$15.00 - Lunch \$31.00 - Dinner

Fees/Dues: _____

Travel: _____

.67 if district vehicle is not available.
.21 if district vehicle is available but opt to use personal vehicle.

Approval: _____Yes _____No

Approval: _____Yes _____No

Administrator

Director of Federal Funding (if applicable)

If event is funded by Federal Funds i.e. Title or IDEA, please obtain approval from the Director of the Federal Funds prior to submitting request to the Superintendent

Approval: _____Yes _____No

Walter L. Atkins, Jr., Superintendent