



Upper Lake Unified School District

District Business Office, Michael Kauble – Chief Business Official

TRAVEL/CONFERENCE/EVENT/ACTIVITY SIGN-IN SHEET

Name and Date of Event/Activity

Purpose of Event/Activity

☐ Student ☐ Staff ☐ Elementary School ☐ Middle School ☐ High School ☐ District Office

All receipts **must** be accompanied by this form as well as verification of the event/activity. Verification can include a flyer showing the dates and location of the event, a calendar printout showing the time and date of the event/activity, and this form. Form must be **completely** filled out.

Please Print Name and then Initial (For Students, Use Initials Only, then Initial)	
1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

LOCAL CONTROL AND ACCOUNTABILITY PLAN ACTIONS AND GOALS – RELATABILITY (CHECK ALL THAT APPLY) – REQUIRED		
☐ Goal 1: Increase achievement to prepare our students to be positive and productive citizens in their community, society, and world.	☐ Goal 2: Professional learning opportunities for all staff to support areas of growth as identified by data and the ever-changing educational landscape.	☐ Goal 3: Provide a safe, positive and productive learning and working environment.
☐ Action 1 ☐ Action 2 ☐ Action 3 ☐ Action 4 ☐ Action 5 ☐ Action 6 ☐ Action 7 ☐ Action 8 ☐ Action 9 ☐ Action 10		
Narrative: 		

Submitted By: _____ (Print and Sign)