

Administrator or Teacher
Request for Approval to Attend a Conference

Marple Newtown School District

MUST BE APPROVED Thirty (30) DAYS PRIOR TO THE PLANNED TRIP

(Please Type and Submit in Duplicate)

School/Building

Date Submitted

Adult(s) Requesting Approval

Conference or Workshop

Destination – complete address

Date(s) of Trip

Date and Time of Departure

Date and Time of Return

Nature of Trip: Professional Development_____Curricular____Other_____

How many adults? _____ Names: _____

Mileage:

Cost of Transportation:

Mode of transportation:

☐ Car

☐ Airplane

Transportation paid by:	Conference paid by:	Lodging paid by:
☐ District	☐ District	☐ District
☐ Building Budget	☐ Building Budget	☐ Building Budget
☐ Self	☐ Self	☐ Self

Cost of Conference or Workshop:

Cost of Lodging:

Total cost to district: _____

Tentative agenda/itinerary: A copy is attached. Yes _____ No _____

List specific competencies to be learned during the Conference (attach additional information if needed):

Define plans for relating this Conference to professional development or curricular initiatives:

What follow-up activities are planned?

Principal's Signature of Approval

Date

Director of Administration and Academics
Signature of Approval

Date

Superintendent's Signature of Approval

Date