Updated 3/25/2025

Medford Public Schools

489 Winthrop Street, Medford, Massachusetts 02155 Office of the Superintendent

REQUEST FOR CONFERENCE/PROFESSIONAL DEVELOPMENT DAY

- Approval for a Conference/Professional Development Day must be granted **PRIOR** to registering.
- All requests must be received by the Superintendent **two weeks prior to the conference start date**.
- All required signatures should be obtained prior to sending to the Superintendent's Office.
- A request for approval form is required for in-school workshops as well.
- Absences will be entered into Frontline by the business office once this process has been completed.

Today's Date: _____

Employee Name:_____

Department & School:_____

Date(s) Requested:_____

Reason/Location:_____

Total cost: $_____

Source of Funds/Account:_____

Required Signatures

Employee Signature	Date	Curriculum Director	Date
Principal Signature	Date	Superintendent/Asst. Superintendent	Date