

Unified School District 273

P.O. Box 547
Beloit, KS 67420
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REQUEST TO ATTEND CONFERENCE

Requests to attend conferences are to be made to the Building Administrator/Supervisor and then it is submitted to the Superintendent. Permission will be granted by the administration if the leave is deemed to be of value to the school, there are sufficient funds in the budget, and, if necessary, a substitute is available. The request to the superintendent is to be in writing and is to be received, except in the case of emergencies, a minimum of one week prior to the requested date of the leave. The request to the superintendent is to be in writing. Leave will not be approved by telephone.

Date request submitted: _____ Name of person making request: _____

Name or theme of conference: _____

Location of conference: _____

Date(s) of conference: _____

Reason for request: _____

Projection of expenses:

Registration _____ Mileage/travel costs _____

Lodging _____ Meals _____

Total estimated expenses \$ _____

Are you on an Professional Development Plan? Yes _____ No _____

Will you require a substitute? Yes _____ No _____

Will you require a district credit card? Yes _____ No _____

Have you checked with your building administrator(s) to determine whether there would be any problem for them if you were to attend? Yes _____ No _____

Signature of person making request

Administrator/Supervisor

REQUEST
DISAPPROVED _____

REQUEST
APPROVED _____

If request is approved, expenses are approved pending mileage form, expense voucher form and receipts of expenses.

Superintendent

Date

If you receive approval to attend this conference, be sure to make your building administrator/supervisor aware of the details and place it on your PDP form.