



BENTON SCHOOL DISTRICT

Out of State Conference Request Form

*Submitted Prior To Any Out Of State Activity,
Conference, Or Training/Professional Development*

Date of request: _____

Name of person making request: _____

Purpose for the request (in detail):

Benefit(s) for increasing student achievement and staff member growth through attending this conference/training for professional development:

Have you attended this same conference or training prior to this request? If so, when and what did you bring back from this conference that benefited the students and the Benton School District? List specific examples in your answers that demonstrate your growth and the impact this event had on your students:

What is the total cost of attending this conference or training? (Include an itemized list of expenses that you are planning to incur such as registration, travel, meals, hotel, etc.) Please attach the conference/training materials to this request form.

What funds are you proposing to cover the cost of attending? (District, state, federal, grant funding, personal expense, etc.) How will this affect your budget if your department has one?

How many days will you miss performing your regular duties and responsibilities by attending this training/conference? Will a substitute be needed to fill in for you? You may be required to present information the school board and superintendent as to what learning you acquired and how you plan to implement strategies and knowledge gained through your experience.

All items must be filled in and attached that are requested on this form to be considered.

Signature of employee requesting: _____ Date: _____

Signature of Principal: _____ Date: _____

Signature of Assistant Superintendent for Curriculum/Professional Development:
_____ Date: _____

Signature of Superintendent: _____ Date: _____