



R.S.U. No. 67



## EMPLOYEE REQUEST TO ATTEND A WORKSHOP, CONFERENCE, MEETING, ETC.

***PLEASE DO NOT REGISTER UNTIL YOU RECEIVE APPROVAL FROM THE SUPERINTENDENT***

1. Fill out form and submit for approval by Principal/Supervisor
2. Send to Superintendent's Office for approval by the Curriculum Coordinator and Superintendent
3. Once approved by the Superintendent you may register for the Workshop/Conference or Meeting
4. If a hotel is needed, you will need to email Rose directly to make any hotel arrangements

***Approval will be granted on a case-by-case basis according to policy GCI – Training and Professional Development Opportunities.***

Name: \_\_\_\_\_ School: \_\_\_\_\_ Position: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Date and Time of Activity: \_\_\_\_\_ Location: \_\_\_\_\_

### Conference/Workshop Fee:

**Estimated Meals/Misc.** (Please itemize and submit receipts to the Central Office after attending conference/workshops):

1. What information/skills do you hope to gain from attending this event?
2. How does this event clearly align with your professional goals and/or district goals/initiatives?
3. How will you report out information/skills learned with others in the district?

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curriculum Coordinator

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Date