

Date: _____ Approved ___ Disapproved ___ Curriculum Director Signature: _____

Date: _____ Approved ___ Disapproved ___ Principal/Dir. of PRE Signature: _____

Date: _____ Approved ___ Disapproved ___ Asst. Superintendent Signature: _____

Date: _____ Approved ___ Disapproved ___ Superintendent Signature: _____

PSD CONFERENCE REQUEST FORM – 2013-2014

Directions: Complete a form for individual(s) in the district requesting to attend the same meetings/conferences. All travel must have prior board approval. For information related to lodging, per diem meal rates and mileage costs, contact **Tonette Simonetta at ext. 2400**. Request must be submitted at least ten days prior to a Board Meeting.

Name(s) Title: _____

Date: _____

Name of Event: _____ Event Location: _____

Departure Date/Time & Returning Date/Time _____

Training/Seminar Convention/Conference Other (specify) _____

FUNDING BREAKDOWN :

Registration: \$ _____ Meals: \$ _____ Mileage (\$.31/mile) \$ _____
(Only on conference more than 1 day)

Airfare: \$ _____ Parking: \$ _____ *Other Costs: \$ _____

**Lodging: \$ _____ Taxi: \$ _____ Total Requested: \$ _____

****For lodging, personal Credit Card number may be required for hotel reservation.**

Substitute needed: Yes _____ No _____ # of Days _____

Account(s) Budgeted: _____

Account(s) Budgeted: _____

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List goals and objectives from the district's Professional Development Plan consistent with attendance at this event (see district website under staff resources),

JUSTIFICATION OF NEED: Must be completed on the following page.

Attach Agenda/Itinerary: For each day, include the title and time of workshops to be attended along with back-up information for this event with this PSD Conference Request (i.e. agenda/itinerary, etc.)

Revised: September 2013

Justification:

1. Relationship of attendance at this event to the critical instructional and operational needs of the District including alignment with the CCSS and/or NJCCCS.

2. Explanation as to how you will share what you learned with others in the school district.

3. Documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means.

4. Explanation as to how the request is consistent with the best practices in professional development.