



HUNTERDON CENTRAL REGIONAL HIGH SCHOOL

Form # ProConf Rev. 8/07

REQUEST TO ATTEND A PROFESSIONAL CONFERENCE
(All Professional Conference requests must be approved by the Board of Education.
Please check the motion date calendar.)

NAME
DEPARTMENT

MAILBOX #
VOICEMAIL

I hereby request leave on the following date(s):

ALL STAFF MUST CALL 908-284-7288, REGARDLESS OF WHETHER A SUB IS NEEDED.

Job #

Date called:

Relationship to work at Hunterdon Central (required):

Table with columns: Cost, \$ Amount, Account #, and a note: 'After the conference, you must submit a requisition form(Req) and documentation to the Business Office for reimbursement.'

Approval box for Department Supervisor with fields for ( ) Approved, ( ) \*Denied, Department Supervisor, Date, and \*Reason Denied.

Approval box for Assistant Superintendant (Business Administrator for Support Staff) with fields for ( ) Approved, ( ) \*Denied, Assistant Superintendant (Business Administrator for Support Staff), Date, and \*Reason Denied.

Approval box for Human Resources Office with fields for Human Resources Office and Date Received.

Employees will receive a copy of this form from the Human Resources Office once it has been approved by the Board of Education..

JOB # AND/OR SUBSTITUTE ASSIGNMENT MAY BE CHECKED AT 908-284-7288 OR ON THE SUBFINDER WEBSITE.

This form may be located at W:\cbis\iso9000\HR\ProConf.