

WORKSHOPS

CONFERENCES

VISITATIONS

Request to Attend

Mohawk Trail Regional -- Hawlemont Regional – Rowe School Districts

Name _____ School _____

Date(s) of workshop: _____

Title of Workshop, or school visited: _____

Location of School, Conference, Meeting, etc: _____

Approximate Expenses: (itemize)

Registration fee: _____ Travel: _____

Meals: _____ Lodging: _____

Other: _____

For which area of certification you hold will this activity apply _____

Please check to which areas this activity applies (one from 1st column and one or more from 2nd column)

_____ content	_____ Individual prof dev. Goal
_____ pedagogy	_____ school improvement goal
_____ elective/other	_____ district-wide goal

Reality check: Recertification requirements state that: A minimum of 60% of activities need to be in Content 20% in Pedagogy or Content 20% in Electives, Pedagogy or Content 80% of activities must be aligned to school and/or district goals

In what way will your attendance at this workshop help you to meet the needs of all learners (eg., SPED, ESL, low income, minority groups, advanced and average)?

PLEASE CHECK ONE OF THE FOLLOWING:

- _____ I will register and make all necessary arrangements after approval is made
- _____ Please send in the attached Registration Form and/or Purchase Order for me

Did you attend this meeting or visit this school last year? YES NO

_____ Date of Approval

_____ Sub Scheduler

_____ Date of Request

_____ Person Making Request

_____ Date of Approval

_____ Principal and/or SPED Director

_____ Date Received Central Office

_____ Superintendent of Schools

Return this form prior to attending the workshop/conference to: Dot Lyman at the Central Office

Mohawk Trail Regional School District

Procedures for Attending Workshops/Conferences

1. Prior to the date of the workshop/conference, submit a “Request to attend Workshop/Conference” form.
2. In completing the above form, make sure to list all projected expenditures with approximate costs, should the exact costs not be known.
3. All special education staff requests to attend workshops and conferences and requests for reimbursements need to be signed by the Director of Pupil Services.
4. Reimbursement for Expenses:
 - a. Reimbursements for expenditures will be made after the workshop occurs.
 - b. In order to get reimbursement for the “Registration” fee, one of the following must be attached:
 1. Canceled Check
 2. Credit Card Receipt
 3. Bill marked “Paid”
 - c. Reimbursements for other expenditures such as supplies, meals, tolls, parking expenses, lodging will be made through the submission of a “Request for Reimbursement” form. No reimbursement will be made unless readable receipts or proof-of-payment of one form or other are attached to the “Request for Reimbursement” form. No reimbursement will be made for the purchase of alcoholic beverages listed on a hotel or restaurant receipt or for personal phone calls.
 - d. Taxes incurred for lodging and meals while attending conferences/workshops will be reimbursed. However, since we are a tax exempt district we cannot reimburse taxes on supplies and materials that could have been purchased through purchase orders.

Important

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Any form submitted requesting attendance of reimbursement of expenses for attending a workshop/conference must be filled in completely and have all required signatures. Should the form have any required information/signature missing, it will not be processed, but be returned for completion.