

PERU CENTRAL SCHOOL DISTRICT

CONFERENCE/WORKSHOP/VISITATION REQUEST FORM

Please complete and submit this document to your immediate supervisor, in order to request approval of a conference, workshop, or off-campus visitation request. Please staple a corresponding conference brochure, agenda or visitation schedule to the completed form. Complete directions can be found on the back of this form.

Your Name (please print):			
Title of Conference/Workshop/Visitation:			
Requested date(s) to attend this event:		school hrs*	Non-school hrs
		*During school hours, no further credit will be awarded.	
Substitute Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> For CVES workshops - Registration faxed- CAPD USE ONLY
City, State and Sponsoring Organization:			

Please complete the second column of the table below, to offer us an estimate of any costs beyond your time associated with your request that you wish be district expense rather than your own expense. Thanks!

Description	Estimated Cost	Please indicate preference for compensation (choose one):	
Registration Fee(s) →		<input type="checkbox"/>	District-funded registration
Lodging →		<input type="checkbox"/>	Paid by hour (contractual rate)
Meals →		<input type="checkbox"/>	Receive column credit toward salary schedule
Mileage/Travel →		<input type="checkbox"/>	Volunteer service; no compensation requested
Other (specify) →		<i>Teachers responsible for tracking hours of professional development to satisfy NYSED certification requirements do need to use this form. They should maintain a separate log with supporting documentation for District validation, yearly.</i>	
Estimated Total →			

Your Signature:							Date:
Immediate Supervisor's Signature:							Date:
Business Administrator's Signature [support staff]:							Date:
Director of Curriculum, Assessment and Professional Development:							Date:
Superintendent of Schools [all]:							Date:
District Office Note[s]:							
Funding Source (Circle One):	A	C	Title I	Title IIA	IDEA 611	RTTT	Other:
Budget Code:	Function		Object		Location		Program

**This June 2014 request form replaces all prior Peru Central School District conference/workshop/visitation request forms.

PERU CENTRAL SCHOOL DISTRICT CONFERENCE/WORKSHOP/VISITATION ATTENDANCE REQUESTS APRIL 2013 ADMINISTRATIVE PROTOCOL

Intent of this protocol:

- Advancing district-wide and/or site-based priorities;
- Helping teams of staff improve existing skills, techniques and strategies; and
- Offering new ideas and/or strategies to enhance our organization's effectiveness and the quality of what we do.

New staff members and staff members with changing or increased job responsibilities will receive added consideration.

Approval of out-of-district conference/workshop requests from staff members will generally be limited, in an effort to balance budget limitations with potentially unlimited requests for staff conference, workshop, visitation and other such professional development opportunities.

Submission of requests:

- Completed form
- Accompanying registration brochure/flyer/visitation schedule/agenda/etc.
- 2-3 weeks in advance of the event
- Requests submitted within one (1) week of the event will not be approved.
- If requesting mileage please attach a Map Quest report starting at the school. (17 School Street, Peru NY 12972)
- All Requests must be forwarded to the Director of Curriculum, Assessment and Professional Development following Immediate Supervisor approval.

Requests for district-sponsored events that have been created and scheduled by Peru Central are to be submitted two weeks in advance.

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