

Report of Conference Attendance Cover Page

Name _____

Conference or meeting attended _____

Conference or Meeting Site _____

Date(s) of attendance _____ Date of Report _____

My narrative summary includes a response to these three questions in addition to general comments:

- a. What is the educational importance of this meeting or conference for the school or district?
- b. How do you assess the value to the school or the district of replicating any instructional strategies or projects advanced at the meeting or conference?
- c. In what ways will the results of this meeting or conference experience be shared with colleagues?

Report Routing:

Supervisor: _____ Date _____

Director of Education/Special Education:

_____ Date _____

Human Resources: _____ Date _____