WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

PRE-APPROVAL FOR ATTENDING PROFESSIONAL DEVELOPMENT

Instructions: Complete this form for all types of professional development, no matter where they occur. Requests must be submitted to your supervisor well in advance because the approval process can take up to six weeks. Conference registration cannot take place until you receive this form back approved. You are responsible for registration. An absence form does not need to accompany this form.

_____ _____ _____

Date Submitted Building Name of Employee Requesting Approval

Name of Conference/Meeting:_____

Date(s) and Time of Conference/Meeting:_____

Sponsoring Organization:_____

Location of Conference/Meeting:_____

Department/school paying for this conference:_____

Reason for attending:_____

_____

_____

ESTIMATED EXPENSE TO SCHOOL DISTRICT

All expenses that need to be paid by any district department/school must be estimated below. Estimated expenses not listed below will not be paid. If cost is zero, please indicate so.

$	Mileage: _____ miles @ _____ cents per mile (contact Business Office for rate)
$	Tolls and Parking
$	Food
$	Lodging
$	Registration
$	Other Expense (do not include substitute cost here)
$	**TOTAL**
Yes No	Substitute Required (cost will be determined by Human Resources)

After the conference, complete the Report of Conference Attendance form and submit to your supervisor. Complete the Reimbursement for Attendance at Professional Meeting form and submit to the school/department paying for the conference.

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For Office Use Only:

Approval	Paid For Out of Your Budget?
_____ Principal or Supervisor Date	Yes No _____ Budget Code
_____ Director of Education/Special Education Date Report of Conference Attendance Required Yes No	Yes No _____ Budget Code

_____ Director of Human Resources Date

Board Approval Required (Date_____) Yes No

Reimbursement for Attendance at Prof. Mtg. Rec. Yes No

Distribution: Scanned Copy – HR, Special Ed, Curriculum, Business
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White Copy – Human Resources (attendance)
Pink Copy – Employee

04/2013