

**CARROLL COUNTY SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT
Request to Attend Conference**

FORM MUST BE SIGNED BY THE SUPERINTENDENT AT LEAST TEN DAYS PRIOR TO THE ACTIVITY.

Name: _____ Regular Ed. ____ SPED ____

Date: _____ MES ____ JZG ____ CO ____

Name of Activity: _____

Location/Building: _____

Name of Presenter/Trainer: _____

Day/Time of Activity: _____

_____ Approved by Principal/Supervisor

Superintendent Signature: _____

A copy of this form along with your registration form must be sent to the Federal Programs Office or to the Special Education Office after you obtain permission to attend an activity. Funds to attend MUST be approved by the office sending the participant attending the activity.

Upon your return to school, please submit your PROFESSIONAL DEVELOPMENT TRAVEL PACKET to the Federal Programs Office or the Special Education Office within two days of your return. If your travel packet is incomplete, it will be returned to you for completion.

PROFESSIONAL DEVELOPMENT TRAVEL PACKET CONTAINS:

- Request to Attend Conference form
- Proof of Registration (if available)
- Proof of attendance (agenda)
- Conference Follow-Up form completed by the participant
- Voucher for Reimbursement of Expenses form signed by attendee and principal
 - Receipts for food and lodging attached
 - Reimbursed costs for meals/snacks limited to \$31.00 per day (attendee only) if an overnight stay
 - Attendees must eat on-site if meals/snacks are provided at the conference