

Laura Stunkel District Administrator 715-532-5277 X21312 Istunkel@sdlwi.org www.sdlwi.org

DISTRICT OFFICE 1700 Edgewood Ave E

1/00 Edgewood Ave E Ladysmith WI 54848 Phone: 715-532-5277 Fax: 715-532-7445 Ladysmith Middle and High School 1700 Edgewood Ave E Ladysmith WI 54848 Phone: 715-532-5531 Fax: 715-532-5961 Ladysmith Elementary 115 E 6<sup>th</sup> St S Ladysmith WI 54848 Phone: 715-532-5464 Fax: 715-532-3475

## Pre-Approval Form to Attend Workshops or Conferences

- 1. Fill out the form completely.
- 2. Submit form to the Building Principal or Special Ed Director (if applicable)
- 3. The Building Principal/SpEd Director will approve or deny attendance.
- 4. Copy of the form will be sent to the Employee and the District Office. Original to be retained in the building office.

## If approved:

- 1. Log into Skyward and submit an absence request for Professional Leave.
- 2. Fill out any necessary Purchase Order forms.
- 3. Submit PO's to the Building Supervisor for approval.
- Name of Staff:
   Building: |LMHS LES
   Is a Sub needed: No |Yes Full Day |Yes AM only |Yes PM
   Name of Events
- 4. Name of Event:
- 5. Description of Event:
- 6. Date & Location of Event:

7. Costs:		
Description	District Contribution	n Employee Contribution
Registration Fee		
Substitute Costs (\$110 per day)		
Mileage Costs (.25 per mile).		
<b>Meals</b> (Breakfast \$7, Lunch \$11, Dinner \$23) Itemized Receipts needed for reimbursement.		
Lodging		
Other		
Totals		
Who initiated this request?		rin/Sp.Ed 🗍 Dist. Admin.

To be completed by Building Administrator/Special Ed Director: (Approved)/(Denied) by:\_\_\_\_\_\_Date:

(Circle one)
Copies Sent to: Employee District Administrator Principal SpEd Dir.



8.

The School District of Ladysmith does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, or conviction record.

