

DISTRICT OFFICE
1700 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 6th 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.

1. Name of Staff:

2. Building: LMHS LES

3. Is a Sub needed: No Yes – Full Day Yes – AM only Yes – PM

4. Name of Event:

5. Description of Event:

6. Date & Location of Event:

7. Costs:

Description	District Contribution	Employee Contribution
Registration Fee		
Substitute Costs (\$110 per day)		
Mileage Costs (.25 per mile).		
Meals (Breakfast \$7, Lunch \$11, Dinner \$23) Itemized Receipts needed for reimbursement.		
Lodging		
Other		
Totals		

8. Who initiated this request? Employee Prin/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.

