

Pre-Approval Form to Attend Workshops or Conferences

Directions:

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

If approved:

1. Log onto Skyward and submit an absence request for Professional Leave.
2. Fill out any necessary Purchase Order forms.
3. Submit PO's to 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 set to: ☐ Employee ☐ District Administrator ☐ Principal ☐ SpEd Dir.