



## ACADEMIC CONFERENCE REQUEST FORM

Contact Name: \_\_\_\_\_

Names of Employees Requesting to Travel:

Name:	School/Department:	Position Title:

Please list any out-of-state conferences that have been attended by these employees in the last 3 year and paid for with school funds:

How will this benefit you, your school, and how does this meet the *Train the Trainer* model?

In what setting will you share the information learned from this conference or seminar? (*Principals' Meeting, schoolwide PLC, Learning Coach Forum, grade level or department training, districtwide training, etc.*)

Name/Title of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Estimated Cost: (*Please include registration fees, transportation, airfare, hotel, per diem*) \$ \_\_\_\_\_

*Executive Staff Approval:*

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