



Moravia Central School District Conference Request Form

Date of Request: _____
 Name of Attendee: _____
 Name of Conference: _____
 Location of Conference: _____
 Dates Attending: _____

Estimated Cost:
 *At this time, we are unable to cover hotel and airfare.

Registration & Fees:	\$ _____
Room & Board*:	\$ _____ N/A _____
Airfare*:	\$ _____ N/A _____
TOTAL:	\$ _____

Do you plan to use a school vehicle? Yes or No (Circle one)
 (If so, fill out a vehicle use form to be sent to the Director of Transportation)
Transportation will not be reimbursed if school vehicles are available.

Will you need a substitute to cover your classes? Yes or No (Circle one)

Have you been to a conference within a year? Yes or No (Circle one)

Please list your latest conference _____

Please provide a detailed justification for your request on the back of this form.
 To be considered for approval, this form must be received at least **four weeks** before the conference date.

Attendee Signature _____

**Please note that personal payments will not be reimbursed. You must follow the procedure for requesting a conference.*

For office use only:

- Your conference request is denied. Signed _____
 Building Principal or Supervisor
- Your conference is approved in the amount of \$ _____

Approval 1: Signed _____
 Building Principal or Supervisor

Approval 2: Signed _____
 Superintendent of Schools

Budget Code: _____ Signed _____
 School Business Administrator

Developed next steps: Signed _____
 Director of Curriculum, Instruction, and Assessment



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Justification for Attending the Conference:

1.) How does this conference align with your professional growth goals?

2.) How will attending this conference benefit your students and/or classroom practices?

3.) How will attending this conference benefit your colleagues and/or school community?

Plan for Sharing Knowledge to Improve Programming:

**Please note, that you may be required to present at a faculty meeting and/or Board of Education meeting.*

4.) How will you share the information gained from this conference with your team or department? (e.g. presentations, training sessions, resources, etc.)

5.) How do you envision applying the knowledge from this conference to improve or enhance our current programming?