

Ravena-Coeymans-Selkirk Central School District Conference Request Form

1. Applicants should submit a flyer and completed registration form to principal no fewer than 30 days prior to the conference registration deadline.
2. The school district is exempt from certain taxes. Conference attendees should secure an Exemption Certificate from the Business Office and have these taxes deducted each time such bills are paid. The District will not reimburse attendees for taxes which are eligible for exemption.
3. Upon completion of conference or meeting, applicants must re-submit the white copy of this Request, along with a claim form and receipts, to the building principal. Applicants will not receive reimbursement until all receipts have been submitted.

Name _____ Bldg. _____ Position _____

Date Submitted _____ Date(s) of conference _____ Time(s) _____

Name of Conference _____

Sponsored by _____ Location _____

How would you like to disseminate the information that you will learn during this conference? (check all that apply)

- Presentation at faculty meeting
- Grade level/subject area meeting
- BLT/DLT
- Written Report
- Other _____

Please check all that apply:

- Yes, I called and registered
- Yes, conference will take a PO and my completed registration form is attached
- No, the conf. will not take a PO (the building secretary will attach a requisition to secure pre-payment)

	Estimated Costs		
	D=District	I=Individual	G=Grant
Registration:			
Lodging:			
Meals:			
Mileage:			
Other:			
Total:			

Describe how you will specifically and immediately use this newly acquired professional knowledge to support department, building, or district-level goals and how it will increase the academic, social, or emotional strength of our student population:

This is a triplacate form available in each building's office

Signature

Date

C.C. Specialist/Supervisor _____ Approve Deny

Building Administrator _____ Approve Deny

Assistant Superintendent _____ Approve Deny

Superintendent of Schools _____ Approve Deny

Reason for denial _____

Budget Code: _____