



Request to Attend Conference / Meeting

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.

Individual Attending Mr. Jacob Rogers
Name of Conference National Association of School Psychologists Annual Convention
Location of Conference Baltimore, Maryland
Date(s) February 18-21, 2020 Days of Week Tuesday - Friday

Are you an active member of the organization sponsoring this event? Yes No

Is this conference directly related to a classroom assignment? Yes No

Purpose of conference:

To further develop my understanding of school psychology at the national level. To maintain my certification as a nationally certified school psychologist and to provide me with professional development opportunities. Per the Act 93 Compensation Plan, administrators shall be encouraged to attend national professional meetings. Since the conference is driving distance and would not need lodging, I thought this would be a good year for me to request the national conference.

Number of school days absent for conference/meeting: 4
Total number of days requested for conference/meeting: 4 (include travel time)

Estimated time of departure: 4pm 2/17
Estimated time of return: 8pm 2/21

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$220.00
Lodging: \$0.00
Meals: \$100.00
Registration: \$279.00
Other: _____
Total Estimated Expenditures: \$599.00

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

**All receipts must be itemized.
Tips are not reimbursable.**

Submitted by: Jacob Rogers Date: 11/18/2019

Recommended to Superintendent: Yes No _____
Principal Signature

Account # _____ Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: _____
Superintendent Signature

Date Approved by School Board: _____