

Hudson Public Schools Request to Attend Conference

Date:

Staff Name:

Role:

Location:

Conference Name:

Conference Sponsor:

Conference Location:

Conference Dates:		<u>Funding Source:</u>			
Days Attending:		Self	School	District	Grant
Sub needed:	Yes No	Purchase Order Required?		Yes	No
Registration Fee:	Early Bird Discount:	Early Bird Date:			
Purpose (anticipated impact on your professional practice or instruction):					
<p>As part of the approval process, you will be asked to share what you learned with colleagues. Describe your plan (including timeline) to do so after attending the conference. (ie. Meet with team to share, short presentation at a Dept. Mtg or Principal's Mtg, During teacher directed time, etc.)</p>					
Approved		Not Approved		<i>For Office Use Only</i>	

Staff Signature

Date

Curriculum Director/Subject Matter Leader

Date

Principal Signature

Date

Assistant Superintendent Signature

Date

Hudson Public Schools

Request to Attend Conference

This form is used to request approval for professional development activities outside the district. The completed form should be submitted 30 days prior to the event. The employee is responsible for registering for the event, unless otherwise noted.

Instructions:

- 1.) Complete Request to Attend Conference form.
 - 2.) Submit form to the building principal first to ensure that a substitute can be provided. The Subject Matter Leader\Curriculum Director will then sign the form.
 - 3.) Forward the completed form to the Assistant Superintendent for review.
 - 4.) You will be notified if approved. Upon notification, you may register for the PD.
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- Per HEA contract, the district will pay up to \$200 per person per year to attend a conference requested by the staff member.
 - If paying using a purchase order then the curriculum secretary will create the requisition and send the staff member the purchase order so that they may register for the PD.
 - If the staff member is paying by check\credit then the employee reimbursement form, is to be filled out and submitted with proof of payment to the Curriculum Secretary.
Link to form: <https://hudsonps.ss10.sharpschool.com/common/pages/DisplayFile.aspx?itemId=24257670>
 - Reimbursement for travel\lodging expenses for district mandated conferences require pre-approval by the Assistant Superintendent.
 - Please notify the Curriculum secretary if you end up not attending the professional development activity.