

**Rensselaer City School District  
Request for Approval of Conference Attendance**

Please submit all forms to your building principal at least **thirty (30) days prior** to the conference date.

Staff Name: \_\_\_\_\_

Staff Title and Position: \_\_\_\_\_

Title of Conference: \_\_\_\_\_

Conference Location: \_\_\_\_\_ Conference Date(s): \_\_\_\_\_

**Reason for Conference Request:** \_\_\_\_\_

**Conference Registration Fee:** \$\_\_\_\_\_ (enter \$0 if no cost to register)

I hereby request approval for attendance at the conference described above, and estimate my expenses on the reverse side of this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\*\*\*\*\*

**ADMINISTRATIVE REVIEW**

Number of days substitute required: \_\_\_\_\_ Budget Code Substitute charged to: \_\_\_\_\_

Comments by Principal: \_\_\_\_\_

APPROVED      \_\_\_\_\_ NOT APPROVED      \_\_\_\_\_ MODIFY REQUEST

Within three (3) school days, the original request must be forwarded to the Superintendent.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\*\*\*\*\*

APPROVED       NOT APPROVED       MODIFY REQUEST

A copy of this request, approved or disapproved by the Superintendent, will be emailed to the teacher, principal, administrative assistant and business office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

