



# WEST BRANCH AREA SCHOOL DISTRICT

## Conference/Workshop/Visitation Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Conference/Workshop \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

\*Provider of Workshop \_\_\_\_\_

**Check One:**

- Teacher Requested Professional Activity       Administrative Assigned Professional Activity

**Professional Growth To Be Gained (Check one):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Classroom Management/Instruction | <input type="checkbox"/> Curriculum                   |
| <input type="checkbox"/> Administrative    | <input type="checkbox"/> Assessment and/or PSSA           | <input type="checkbox"/> Data Interpretation/Analysis |
| <input type="checkbox"/> Technology        | <input type="checkbox"/> Grants                           | <input type="checkbox"/> Other _____                  |

State specific purpose of conference to address professional growth area circled above.

**Upon completion of conference, please submit a copy of the session agenda with your Expense Voucher.**

<b>Funding Source:</b>	
<input type="checkbox"/> TITLE I	
<input type="checkbox"/> TITLE II	
<input type="checkbox"/> GRANT - _____	
<input type="checkbox"/> OTHER - _____	
<b>Transportation</b>	
School Vehicle Used	YES___ NO___
If no, give reason _____	
Personal Vehicle Used	YES___ NO___
Reimbursement (Mileage)	Requested
	YES___ NO___
<b>Travel Accompaniment</b>	
Self only _____	
Other staff attending same conference:	
1. _____	2. _____
	3. _____

Registration Fee	_____
Motel	_____
(# of days x daily rate)	
Meals	_____
(Approx. # and cost)	
Mileage	_____
(# of miles x \$0.545)	
Materials	_____
Sub Cost	_____
(# days x \$85.00)	
Other	_____
<b>TOTAL COST</b>	_____

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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

<b>Request for Leave:</b>
<input type="checkbox"/> Entered into SAMS
Date: _____

**NOTE:** Application and all registration forms must be completed and attached before submitting to principal for approval. Forms must be filed before Board meeting agenda deadline.