

Indian Diggings School District

Conference Request Form

Please submit this form to administration at least one month prior to the event. The administration will review all requests and make decisions based on funding availability. The administration realizes the importance of professional development for all staff. We also recognize the importance of coordinating our professional development activities with the vision and mission of our school. This coordination and shared vision will help us better educate all students.

Person Making Request: _____ **Name of Conference:** _____

Conference Topic: _____

Date of Conference: _____ **Location:** _____

1. What LCAP Goal does this conference meet? _____
2. How does this professional development meet our Vision and Mission?

3. How will this conference assist you professionally?

4. How will you share the information you gain at this event with the rest of the staff and/or students?

Costs:

Travel

Meals

Housing

Registration

Substitute

Total Request:

Source of Funding:

Superintendent's Signature _____