

Professional Staff Visitations and Conferences

The purpose of this regulation is to set forth the procedure to be employed in requesting staff development such as conferences, workshops and/or visitations by employees.

1. Procedure for Application - Out-of-State

All applications for out-of-state conferences must be executed on the proper forms and submitted to the individuals' immediate supervisor. A recommendation of approval must be obtained at each appropriate level of administration.

2. Procedure for Application - In-State

Requests for in-state staff development must be executed on the proper forms and submitted to the building principal/director for the purpose of validation of days and funds.

Director

Proper forms are generated by or submitted to the Director who may utilize additional personnel for approval of the request.

Principals

Proper forms are generated by or submitted to the principal who may utilize additional personnel for approval of the request.

3. Exceptions

Exceptions are staff development opportunities for Remediation/Growth plans as determined by the District's Evaluation Process.

4. Expenses

Expenses requested for travel, lodging and other related expenses will be paid by the district in accordance with board approved regulation BID-R.

Approved: January 6, 1986

Revised: January 21, 1992

Revised: April, 1999

MAPLETON PUBLIC SCHOOLS
ADAMS COUNTY SCHOOL DISTRICT 1

File: GCI-E-1

Request for Conference Attendance Approval
(Attach any registration materials)

Date: _____

Name _____ School/Dept. _____

CONFERENCE INFORMATION:

Name of Conference _____ Sponsor _____

Are you a member? _____ Location (City) _____ State _____

Inclusive

Hotel/Motel _____ Conf. Dates: Beginning _____ Ending _____

Responsibilities at Conference: _____

TRAVEL/ABSENCE INFORMATION:

Total School Days: _____ Additional Time
Needed for Travel: (dates) _____

Substitute Needed: (Dates) _____

ESTIMATED EXPENSES:

Transportation: 1. AIR or AUTO = ___ MILES X \$ _____ per mile.... \$ _____

2. To/from Hotel..... \$ _____

3. Rental Car \$ _____

Per Diem: _____ days @ \$ _____ per day..... \$ _____

Lodging _____ nights @ \$ _____ per night..... \$ _____

Conference Registration:..... \$ _____

Miscellaneous Expenses (identify)..... \$ _____

TOTAL EXPENSES:..... \$ _____

Do you wish the District to make travel arrangements for your spouse?

Yes _____ No _____ Total due to District for spouse... \$ _____

Applicant Signature: _____

APPROVAL:

Comments _____

Supervisor's signature (signature recommends approval)

Superintendent's signature