

NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT
PROFESSIONAL MEETING

Staff members are requested to file this form with their building principal as soon as possible but, not less than ten (10) days prior to their expected absence.

I hereby request permission to attend the following professional meeting for a period of _____ beginning on _____ / _____ / _____
Mo. Day Yr.

at _____
 which is of special interest to me and will be of benefit to other staff members in my department, grade level, or the school system in general. (Explain type and purpose of meeting.)

Following is a list of estimated costs involved in attending the meeting, which I understand will be paid by the School District, in addition to necessary substitute service if any. (Following my return, I will file vouchers and claims for the exact amount.)

	\$	
	\$	
	\$	
	\$	
Total	\$	

Dated _____ / _____ / _____ _____ (Signed)

Approved _____ Denied _____ _____ Signature of Principal

Approved _____ Denied _____ _____ Signature of Asst. Supt. for Curriculum & Instruction

Approved _____ Denied _____ _____ Signature of Superintendent

- Distribution:
- Yellow: Superintendent
 - White: Principal
 - Pink: Employee