

- CERTIFIED PERSONNEL -

**Employment-Related Meetings Request**  
**MORGAN COUNTY SCHOOLS**

*All requests to attend professional meetings shall be made in writing to the Principal, and shall be submitted to the Superintendent for approval. Requests shall be received in the Central Office at least five (5) working days prior to the meeting date. (This is not required when supervising student trips.) You must submit your official registration information along with this form.*

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

**Meeting Information**

A. Name of meeting \_\_\_\_\_

B. Date of meeting \_\_\_\_\_

C. Location of meeting \_\_\_\_\_

D. Board Auto Available?  Y or  N

E. Initials of Board Auto Contact: \_\_\_\_\_

F. Consolidated Plan Component Addressed \_\_\_\_\_

Objective/Strategy \_\_\_\_\_

Rationale \_\_\_\_\_

G. Anticipated Expenses (Fill in estimated expenses for applicable items):

Registration \_\_\_\_\_ Transportation Reimbursement \_\_\_\_\_

Board Auto Used \_\_\_\_\_ Meals \_\_\_\_\_

Lodging Meals Available  Y or  N Registration Meal Included  Y or  N

Lodging \_\_\_\_\_ Substitute(s) \_\_\_\_\_ Other (specify) \_\_\_\_\_

H. Funding Source \_\_\_\_\_ MUNIS Code \_\_\_\_\_

I. How will information/training acquired be shared with colleagues so as to achieve maximum student benefit?

*It is understood that when participants attend professional meetings, upon returning to the Morgan County School District, they will share information/materials, etc. with other personnel having similar responsibilities.*

I agree to the provisions \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Employee Submitting Request)

Recommended: \_\_\_\_\_ Date \_\_\_\_\_  
(Principal's Signature)

Recommended: \_\_\_\_\_ Date \_\_\_\_\_  
(Program Coordinator's Signature)

*This section to be completed by the Superintendent*

_____ Request Approved	_____ Request Not Approved
_____ Superintendent's Signature	_____ Date

**\*\*\* Approval of the Principal and Superintendent is required for reimbursement**

Review/Revised:8/18/2015