

MANSFIELD PUBLIC SCHOOLS

REQUEST FOR ATTENDANCE AT EDUCATIONAL CONFERENCE

Directions:

1. Complete form below and attach a copy of the conference or workshop literature.
2. Give to your building principal for signature/approval.
3. Forward the approved form and literature on conference to Dyana Bogdan at Central Office for Mr. Connolly's approval.
4. Once conference is approved by Mr. Connolly, Dyana will create a Purchase Order and register you for the conference.
5. **IF NO** purchase order is needed, Dyana will send back your approved form and you will register yourself.
6. Please do not pay for conference yourself unless you have prior approval from Mr. Connolly.

NAME: _____ DATE: _____

POSITION: _____ SCHOOL: _____

NAME OF CONFERENCE or EVENT: _____

LOCATION OF CONFERENCE or EVENT: _____

COST OF CONFERENCE or EVENT: _____

DATE OF EVENT: _____ ALL DAY: _____ AM _____ PM _____

Purchase Order Requested Yes _____ No _____

APPROVED BY PRINCIPAL _____ DATE: _____

APPROVED BY ASSISTANT SUPERINTENDENT: _____ DATE: _____