

MANSFIELD PUBLIC SCHOOLS

REQUEST FOR ATTENDANCE AT EDUCATIONAL CONFERENCE

Directions:

1. Forms must be completed and sent to Principal for approval.
2. Please attach a copy of the conference or workshop literature.
3. Send approved form and flyer to Janet Quinn at Central Office for Mr. Connolly's approval.
4. Once conference is approved by Mr. Connolly, Janet Quinn will create Purchase Order and register you for the conference.
5. **IF NO** purchase order is needed Janet Quinn will send you 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: _____