

**MANSFIELD PUBLIC SCHOOLS
EDUCATIONAL WORKSHOP/CONFERENCE
APPROVAL FORM**

Instructions:

1. Complete form and attach a copy of the conference or workshop description.
2. Give to your building principal for approval.
3. Forward *both form and description* to Dyana Bogdan at Central Office for Mr. Connolly's approval. *Allow 1-2 weeks for processing.*
4. Dyana will be in touch regarding next steps once the form is signed. *Please wait for approval/email before registering.*

Once approved, remember to put your absence into AESOP and email proof of attendance (copy of badge or attendance certificate) to Dyana as soon as you return or complete event.

Name: _____ Date: _____

Position: _____ School: _____

Name of Workshop/Conference: _____

Location of Workshop/Conference: _____

Cost of Workshop/Conference: \$ _____

Date of Workshop/Conference: _____ Time of Workshop/Conference: _____

Comments: _____

Principal Approval: _____ Date: _____

Central Office Use Only:

Asst. Superintendent: _____ **Date:** _____

Your Request has been: _____ **Approved** _____ **Not Approved**

Comments or Conditions: _____

PO#: _____

Registered: _____

Emailed Approval: _____