Directions:
- Complete the top 3 sections then submit to your principal to begin approval process.
- When possible, submit form at least 10 days prior to the meeting/conference.
- A formal presentation(s) or training session(s) relaying information from the meeting/conference to other staff may be required at the discretion of the administration.
- Attach a copy of the documentation identifying (check the one that applies):
  - [ ] you as a presenter at the meeting/conference
  - [ ] you as a board member or representative of the educational organization
  - [ ] the DESE committee on which you’ve been asked to serve
  - [ ] the district initiative for which you are receiving professional development

Name(s)*: ________________________________

School and Grade/Department: ________________________________ Today’s Date: ________________________________

Number of other professional days this year: ________________________________

Total number of days out of classroom/office this year: ________________________________

Title of meeting/conference: ________________________________

Date and Time of meeting/conference: ________________________________

Location of meeting/conference: ________________________________

Meeting/conference Fee and Source of Funding: ________________________________

Substitute Requested (circle one): [ ] Yes [ ] No

Indicate periods (if appropriate): ________________________________

AP/VP signature indicating notification received: ________________________________

INITIAL APPROVALS (Sign, circle Y or N, date):

Principal: ________________________________ Y N Date: ________________________________

Director: ________________________________ Y N Date: ________________________________

FINAL APPROVAL (Sign, circle Y or N, date):

Asst. Supt.: ________________________________ Y N Date: ________________________________

*co-presenters/multiple attendees need complete just one form jointly with all of the requisite attachments. If there are several attendees, write “see attached list” next to “Name(s)” and attach a list of participants.