

TEACHER PRESENTING AT AN OUT-OF-DISTRICT PROFESSIONAL CONFERENCE  
REQUEST TO HAVE ATTENDANCE FUNDED BY SPRING ISD

Please complete the following information, attach a copy of your program proposal, and submit the information to your principal.

This information should be submitted to your principal prior to the time you submit your proposal to the conference at which you plan to make the presentation.

As soon as you receive notice from the conference that your proposal has been accepted or denied you should again contact your principal.

Name \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

Date and location of the conference at which you would like to present:

\_\_\_\_\_  
\_\_\_\_\_

Title/topic of your presentation:

\_\_\_\_\_

At what other conferences have you made this presentation?

\_\_\_\_\_  
\_\_\_\_\_

List the out-of-district conferences you have attended in the past two years.

\_\_\_\_\_  
\_\_\_\_\_

Principal's Approval/Disapproval: \_\_\_\_\_

Date received from teacher: \_\_\_\_\_

Please check the appropriate blank, sign and date for forward to the Associate Superintendent for Curriculum and Instructional Services.

I recommend that this conference attendance (check one):

Be funded     Not be funded

If the recommendation is not to fund, please indicate a reason:

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\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Approval/Disapproval:

\_\_\_\_\_  
Date received from principal:

I recommend that this conference attendance (check one):

- Be funded     Not be funded

If the recommendation is not to fund, please indicate a reason:

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\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

- Funds are     Available     Not available for this request

\_\_\_\_\_  
To Teacher:

- Your request has not been approved. Please check with your principal or pro-program director if you have questions.
- Your request has been approved. When the conference for which you have submitted this request contacts you concerning acceptance of your proposal, please retain a copy of this notification. Attach the notification and a copy of this approval form to the Application for Authorization for Professional Trip that you will submit to your principal prior to attending the conference.

\_\_\_\_\_  
Associate Superintendent for Curriculum and Instruction

\_\_\_\_\_  
Date