



William Floyd Union Free School District

of the MASTICS – MORICHES – SHIRLEY

Our rich history builds a promising future!

GUIDELINES FOR PROFESSIONAL GROWTH CONFERENCE REQUESTS

If you are requesting to attend a conference or workshop that is designed to enhance your professional practices, please adhere to the following procedure:

- ✓ Complete the Request for Approval of Conference Attendance and the Conference Travel Request Form. Both must be signed by your building principal.
- ✓ Attach a conference brochure with the detailed description of the conference/workshop and completed registration form.
- ✓ All completed paperwork should be sent to the Assistant Superintendent's Office at least 30 days prior to the conference date. You will be notified via email if your request has been approved.

Please note:

- The district will register you and pay the vendor directly. Do not pay in advance.
- Proof of attendance must be sent to the assistant superintendent's office.
- Food and travel cannot be approved for reimbursement.
- Applicants may only attend 1 conference per year
- If approved, please apply for a professional day.
- You may be required to share the impact of your conference with your administrators and/or peers.





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Request for Approval of Conference Attendance

Please submit to your building principal at least 30 days prior to the date of the requested conference.

NAME: _____

BUILDING: _____

GRADE LEVEL/SUBJECT AREA: _____

CONFERENCE: _____

REGISTRATION FEE: _____

LOCATION: _____

DATE(S): _____

I hereby request approval for attendance at the conference listed above. I understand that I may be asked to share the material/impact of the conference with my building administrators/peers.

Submit the following with this Request Form:

____ Brochure describing conference

____ Conference Travel Request Form

____ Completed Registration Form

