

JOHNSTON CITY COMMUNITY UNIT SCHOOL DISTRICT NO.1
Johnston City, Illinois

APPLICATION FOR ATTENDANCE AT PROFESSIONAL MEETINGS

Staff members who want to attend professional conferences are to complete this form and present it to their building principal at least two weeks before the meeting. The form will be returned when acted upon.

DATE _____

NAME OF APPLICANT _____

MEETING _____

PLACE _____ DATE _____

WILL A SUBSTITUTE TEACHER BE REQUIRED? YES _____ NO _____

ESTIMATED EXPENSE _____

EXPENSE ALLOWANCE FROM OTHER ORGANIZATIONS, IF ANY:

PURPOSE: (Please indicate the general purpose of the meeting and your particular reasons for attending.)

SIGNATURE _____

APPROVED DATE _____

REJECTED DATE _____

PRINCIPAL'S SIGNATURE _____

APPROVED DATE _____

REJECTED DATE _____

SUPERINTENDENT'S SIGNATURE _____