

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT
252 THIRD STREET NE CARROLLTON OHIO 44615-1236

REQUEST FOR PROFESSIONAL MEETING

Date _____

Request is hereby made for a professional meeting on the following date(s):

(Please state day and date)

(Name of conference, meeting, workshop)

(Location of meeting - city, town, etc.)

Purpose: _____

Estimated Expenses:	
Registration Fee	_____
Estimated Lodging	_____
Estimated Mileage	_____
Total Estimated Cost	_____

Name of Applicant _____

Signature of Principal/Supervisor _____

Signature of Asst. Supt./Supt. _____

Approved _____ Disapproved _____ Date _____

Requests for professional meetings should be made no later than one week before a board meeting prior to the date requested.

Once approval is given, the applicant is to send in registration applications and fees, and make room reservations. After an employee has returned from an approved professional meeting, he/she shall complete a REIMBURSEMENT form and submit it to the Superintendent along with a completed PROFESSIONAL BRIEF form. This brief will be made available to all staff members in a district inservice publication.