Revised 01/20

LIVINGSTON PARISH PUBLIC SCHOOLS

REQUEST TO ATTEND CONFERENCE

All employees must complete and submit a Request to Attend Workshop prior to registration and booking any travel arrangements. Please allow at least two weeks for this approval process.

Name: _____ School/Department: _____

Name and Location of Conference: _____

Dates: _____ Type of Conference (check one): ☐ State ☐ Regional ☐ National

Estimated Cost of Atendance: Lodging: $ _____ Transportation: $ _____ Registration: $ _____

(Cost of attendee's meal will be based on guidelines listed in LPPS Travel Regulations)

The conference expenses will be paid through _____ funds.

What is the purpose for attending this conference? _____

Explain how you plan to use the information gained at the conference in performing your duties at the district or school level. _____

How will follow up to the school(s) or district take place? _____

What is your redelivery time frame? _____

By signing below, the employee acknowledges and agrees to abide by Livingston Parish Public Schools' Travel Regulations and Standard of Personal Conduct.

Employee Signature: _____ **Date:** _____

Approval must be granted by the employee's department head/principal, the funding source department head (Title I, Title II, IDEA, Perkins, etc.), and the Superintendent or appropriate designee.

	Approval Granted	Denied
Principal/Other:		
Business (Kim Stewart)		
Curriculum (Tracy McRae)		
Human Resources (Bruce Chaffin)		
Sales Tax (Mike Curtis)		
School Food Services (Sommer Purvis)		
Special Education (Eric Penalber)		
Technology (Carlos Williams)		
Title I (Sharon Anderson)		
Title II (Tammy Kuhn)		
Transportation (Josh Day)		
Vocational Education (Staci Polozola)		
Superintendent/Assistant Superintendent		