



LIVINGSTON PARISH PUBLIC SCHOOLS REQUEST TO ATTEND WORKSHOP

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.

Employee Name: _____

School/Department: _____

Name of Workshop: _____

Date(s): _____ Location: _____

Cost of Registration: _____ Workshop expenses will be paid through _____ funds.

Explain how employee plans to use the information gained at the Workshop in performing their duties in the District?

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 and the funding source department head (Title I, Title II, IDEA, Perkins, etc.).

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)	_____	_____