WEYMOUTH PUBLIC SCHOOLS
PROFESSIONAL WORKSHOP/CONFERENCE/MEETING REQUEST FORM

Name _____ Date of Request _____

School _____ Grade(s) _____ Subject _____

Check One: Workshop ___ Conference ___ Meeting___	**Check One: In-district ___ Out-of-district ___**

Topic/Title _____ ☐ Description attached

Location _____ Activity Date(s): _____
City / Town State

Activity Start Time: _____

Activity End Time: _____

Directions: This form is for all activities in or out of the district

Teacher:
1. Complete this form two weeks prior to activity.
2. Attach complete activity description + *all registration documents;* however, do not submit registration.
3. Submit to principal to identify funding source + activity approval.

Principal:
1. Approve or deny requested activity.
2. Approved activities are processed according to funding source: building, grants, or district.

Building-based:
1. School secretary generates a request for requisition & attaches to this form.
2. Request form is sent to Asst. Supt.'s Office for approval; requisition is generated and the registration is processed.
3. Teacher receives a copy of the approved form.

Grant-based:
1. Request form is forwarded to Grants Office for consideration.
2. Grants Office sends to Asst. Supt. for approval; copy sent to teacher.
3. Form is returned to Grants Office for P.O. and registration process.

District-based:
1. Activity request form is forwarded to Asst. Supt. Office for approval.
2. If approved, Asst. Supt.'s Office generates requisition, completes registration process, and returns copy to teacher.

Estimated Expenses: ***When $$ Available***

Registration	$ _____
*Mileage $0.32	$ _____
*Tolls / Parking	$ _____
*Membership	$ _____
TOTAL	$ _____

Substitute needed: ☐ Yes ☐ No

Funding Source for Substitute:

_____

Funding Source for Activity:

_____

Supervisor (If Applicable): _____ Date _____

Principal: _____ Date _____

Grants Director (If Applicable): _____ Date _____

Asst. Superintendent: _____ Date _____

Revised 9/8/09