

**Foster-Glocester Regional Schools
Conference/PLU Request Form**

REQUESTED BY: _____

SUBJECT/CONTENT: _____

TODAY'S DATE: _____

CONFERENCE/COURSE NAME: _____

CONFERENCE/SEMESTER DATE(S): _____

LOCATION: _____

DESCRIPTION: Please include how this activity connects to district goals and certification expectations. Add additional documentation as needed.

COST if applicable: (include travel) _____

Registration Deadline: _____

Purchase Order Accepted (circle one) Y N

BUDGET ACCOUNT ITEM _____

(must include if district paid)

PRINCIPAL APPROVAL: _____

(Date)

ASSISTANT SUPERINTENDENT APPROVAL: _____

Date: _____

Professional Learning Units: _____ Units Approved

Unapproved

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Procedure:

- ✓ Check department budget if requesting district funds.
- ✓ Complete Conference/Course Request Form
- ✓ Submit to principal for signature for conferences. College courses for PLUs can be sent directly to Assistant Superintendent.
- ✓ Principal submits conference request form to Assistant Superintendent for approval.
- ✓ Approval form will be returned to principal. Department Chair will register teacher with a PO using provided budget line number above. Business office will register staff for conferences only if **prepayment** is required. **(The member attending must make it clear to the Business Office that this is required and may come down to register with the Business Office)**
- ✓ **All applicable information required for registration MUST accompany request. (workshop or session selections, lunch choice, etc.)**
- ✓ Enter absence in Frontline Absence Management after conference form is approved, if applicable.
- ✓ After conference, complete and submit one conference report and certificate/proof of attendance to the Principal and upload a copy to Aspen PD.
- ✓ After course completion, submit a copy of transcript to Assistant Superintendent and upload a copy to Aspen PD.

*Conference requests **MUST** be made at least two weeks (2) in advance of conference registration due date. This form is required for ALL conferences, workshops, and out of school meetings, regardless of funding source.*