

SAINT LUCIE PUBLIC SCHOOLS

REQUEST FOR CONFERENCE TRAVEL FUNDED THROUGH FEDERAL FUNDS

- I. Requesting Site:
- II. Conference Name and conference sponsor:
- III. Conference Location (City and State):
- IV. Conference Dates:
- V. Core subject area addressed:
 - a. English Language Arts
 - b. Science
 - c. Math
 - d. Social Studies
- VI. Justification for attending the conference
 - a. Give specifics of the expected benefit to the school and individual from attending the conference. (How will this help to increase student achievement)

 - b. Identify the people that will be attending and their positions.

 - c. Provide the projected cost of the conference. Include in the projection the travel costs, substitute teacher costs and conference registration fee/s.
- VII. Please identify the fund source that will be used to support this conference:
- VIII. Explain what follow up will be conducted at the school upon return from the conference (training for Administrators, Teachers, school staff)

SAINT LUCIE PUBLIC SCHOOLS

REQUEST FOR CONFERENCE TRAVEL FUNDED THROUGH FEDERAL FUNDS

Federal Program Office Use ONLY:

Date Received: _____

Routed to:

- Title I
- Title II
- Title III

Notes:

Signature of Person Approving: _____

Date Approved: _____