



Oxnard School District

REQUEST TO ATTEND A CONFERENCE

Requests to attend a conference must be submitted in advance to the Superintendent or Designee. Decisions will be made based on value to individual's professional growth or value to the district, provided there are sufficient funds in the budget and a substitute is available if necessary.

Date request submitted: _____

Name of person making the request: _____

Name or theme of the conference: _____

Location of conference: _____

Date(s) of conference: _____

Rationale for conference attendance and expected outcome. Include LCAP/SPSA goals or specific job relationship, as applicable:

Is attendance at this conference required by a grant or program? Yes No

If "yes", specify name of grant or program _____

Projected expenses: Registration: _____ Lodging: _____ Meals _____
Mileage/Train/Airfare _____ Other _____ (Specify: _____)

Will you require a substitute? Yes No

Budget to be used: _____

Requestor Signature

Supervisor's Approval Signature

This section for use by Superintendent/Designee Use Only

Request Approved

Request Denied

Superintendent/Designee Signature

Date