



# 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(s) of person attending conference: \_\_\_\_\_

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

Position / School Site

School Site/Administrator Signature

Supervisor's Approval Signature

*This section for use by Superintendent/Designee Use Only*

Request Approved

Request Denied

Superintendent/Designee Signature

Date