

COLTON-PIERREPONT CENTRAL SCHOOL DISTRICT

STAFF DEVELOPMENT PROGRAM  
WORKSHOP/CONFERENCE SESSION ATTENDANCE FORM

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Directions:

1. Complete a separate Workshop/Conference Session Attendance Form for each workshop/conference that you attend.
2. Have the workshop leader or authorized conference representative sign your form at the bottom of the page.
3. Sign your own signature at the bottom of the page.
4. Return form to District Office.
5. Keep a copy for your file.

**(PLEASE PRINT AND COMPLETE ALL INFORMATION)**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
\_\_\_\_\_

**WORKSHOP/CONFERENCE INFORMATION – SESSION ATTENDANCE**

Name of Workshop/Conference \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Hours of Workshop/Conference: From: \_\_\_\_\_ To: \_\_\_\_\_

Total Hours Attended on This Date: \_\_\_\_\_

Signature of Trainee: \_\_\_\_\_

Signature of Workshop Leader or  
Authorized Conference Representative \_\_\_\_\_

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For Office Use \_\_\_\_\_