ALLEN PARK PUBLIC SCHOOLS
an uncompromising commitment to excellence

Riley Education Center
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Dr. John J. Tafelski
Director of Curriculum

APPS CONFERENCE REQUEST FORM

STEP 1- STAFF TO COMPLETE (One staff member per form)

School: ARNO BENNIE LINDEMANN APMS APHS/APCH

Name of Person Attending Conference: _____

Title of Conference: _____

Location of Conference: _____ Date(s): _____

Please attach (circle one): Completed Registration Form -or- Registration Confirmation

Conference Cost: _____ Lodging Cost: _____

Payable to: _____ Payable to: _____
(use P card if possible, district will NOT reimburse taxes) (use P card if possible, district will NOT reimburse taxes)

Address: Address:

_____		_____		_____		_____		_____
Parking	+	Lodging	+	Miles (# * rate) (include printout)	+	Meals (receipts)	=	Total reimbursement due to employee

STEP 2- RATIONALE (attach separate sheet if necessary)

RATIONALE FOR ATTENDING: _____

_____

_____

_____

_____

_____

MY PLAN OR STRATEGIES FOR SHARING THE KNOWLEDGE: _____

_____

_____

_____

_____

HOW MANY CONFERENCES HAVE YOU ATTENDED IN THE PAST 2 YEARS: _____

STEP 3- PRINCIPAL TO COMPLETE

☐ Special Education Budget ☐ Title I
☐ Building Department Budget ☐ Title II
☐ Other

Conference Account # _____

Substitute Account # _____
☐ No Sub Needed

_____
Building Principal Signature

_____
Curriculum Director Signature