

## Conference Leave Procedures

1. Fill out Conference Leave Form, must use the new one located on the intranet.
  - A. Please be sure that you have included your name, Conference Title, and Date of Conference. Sign and Date.
  - B. You must also note your “Justification/Rationale” for attending the Conference.
  - C. Conference leave form must be typed.
2. Attached to your Conference leave form and turned in for Principal’s approval;
  - A. A copy of the Conference agenda or schedule of events.
  - B. A short statement that includes the primary purpose of this conference and it’s relevance to improving instruction.

### **Important**

**A 4-6 week turnaround time is needed for all conference leave requests.**

- **The leave request needs the principal, supervisor, and Superintendents signature before it is fully approved. Do not register or pay for any conference until you receive it back from the office with all signatures.**
3. Put in a conference leave day into AESOP, once you receive your approved copy.
  - 4.. After the conference, the following must be turned into Barb Shannon.
    - A. Copy of attendance/or proof of attendance (Certificate is ok)
    - B. A brief report of the information learned at the event.