



Colchester Public Schools Conference Presenter Approval Form

Staff members must submit this form for approval prior to applying to be a presenter at an out of district conference.

Date of application:

Faculty Information		
Name:		
School/Department:		
Position:		
Substitute Required?	Yes	No
If yes, number of days required:		
Will the conference sponsor pay for your substitute?	Yes	No
<i>* If a substitute is required, you are responsible for entering your absence in Frontline as soon as approval is received.</i>		
Conference Information		
Conference Title:		
<i>*Please attached conference flyer or other pertinent information describing the event</i>		
Location:		
Date(s) of Conference:		
Are you personally receiving a monetary stipend/reimbursement?	Yes	No
Describe how the conference is of value to your work with students in Colchester:		
Describe how you plan to use the presentation to improve the knowledge of Colchester staff members:		
Have you presented this topic at the same conference in previous years?	Yes	No
Signature Authorization		
Principal/Administrator:	Approved	Denied
Director of Teaching and Learning:	Approved	Denied