

Workshop Request

Teacher: _____ School: _____

I would like to attend the following workshop* _____

_____.

In order to be reimbursed for the workshop, I understand that it must be within the guidelines of the Workshop Attendance Policy.

Teacher Signature

Principal Signature

Approved

Disapproved

Superintendent

*Please attach a copy of the flyer on the workshop.

Workshop Attendance Policy – Motion 11-20K

Principals or teachers employed by the KY-TN Conference must submit to the Office of Education a written request to attend workshops. With **preapproval**, the Office of Education will pay \$200 towards the cost of the workshop, professional organization membership, books and journals. If the workshop is not preapproved, there will be no financial assistance. Financial assistance is limited to one, one-day workshop per year.