

# NEENAH JOINT SCHOOL DISTRICT REQUEST TO ATTEND MEETINGS, WORKSHOPS, OR CONFERENCES FLOWCHART

REQUEST PERMISSION TO ATTEND BY COMPLETING THE **REQUEST TO ATTEND MEETINGS, WORKSHOPS, OR CONFERENCES** FORM

FORM NEEDS TO BE SUBMITTED AT LEAST 3 WEEKS PRIOR TO ATTENDING CONFERENCE/WORKSHOP

## CONFERENCE FORM

1) Complete **REQUEST TO ATTEND MEETINGS, WORKSHOPS, OR CONFERENCES** form and give to your building administrator.

2) Building administrator should make sure all information is complete, approve or deny, and sign the form.

3) Send paperwork to the appropriate district administrator office.

4) The appropriate district administrator will approve or deny the request.

5) The form is given to the absence management coordinator who will record the absence for the attendee.

6) A copy of the form will be emailed to both the attendee and the building administrator.

## REGISTRATION

NJSD will send a check and your registration if there is at **least** 1 month allowance for registration to be sent in. (Check with your office for check cut off dates.)

1) NJSD will send in your registration and payment.

Complete a **PAYMENT VOUCHER** form and attach to your completed registration. Send forms in with your completed **REQUEST TO ATTEND MEETINGS, WORKSHOPS, OR CONFERENCES** form.

There are 3 ways you can register for a conference/workshop if the time for a check to be sent by the NJSD is past the 1 month deadline.

1) Attendee registers and pays for the registration using his/her own funds. Reimbursement will occur after attending the event.

2) Register and ask vendor to invoice the District.

3) Attendee registers using a Purchase Order (PO) number. Your building administrative assistant will generate a PO for you. (This is not the preferred method.)

TO BE REIMBURSED FOR EXPENSES, SUBMIT A COMPLETED **STATEMENT OF REIMBURSABLE EXPENSES** TO YOUR BUILDING ADMINISTRATOR AFTER ATTENDING THE EVENT.