

Taylor School District

Conference Registration Procedure

1. Check with your building principal to see if the conference is applicable to you and get his/her approval. The building principal or designee will contact School Improvement to see if the conference is fundable, if applicable.
2. Call or email your School Improvement Coordinator to see if there's a sub available, if applicable.
3. Fill out the appropriate conference form. **Please mark at the top of your conference form if you need a sub or not.**
4. In "Reason for Attending", you must include language from your School Improvement Plan and how you will share the information received at the conference. (A conference reflection sheet will be completed after attending the conference as well.)
5. **ALL CONFERENCE REQUESTS MUST HAVE THE FOLLOWING BACK-UP ATTACHED:**
 - Conference registration printout stating the what, where, and when of the conference.
 - If requesting mileage, please attach two MapQuests or Google Maps printouts:
Map A: Mileage from home to conference round trip
Map B: Mileage from home to work round trip
 $(\text{Map A} - \text{Map B}) * .67$ (State Approved Rate) = Mileage you will receive
6. After you and your principal/supervisor sign and date the form, please send the packet to Liz Biddle @ the Board Office. If we do not have appropriate account number(s), your sub and conference will not be processed.
7. **Register for the conference once you have received notice of approval.**
8. If you ever have any questions, feel free to email your School Improvement Coordinator.
Thanks!!

***All One-Day conference requests need to be submitted to School Improvement one month in advance.**

***All Overnight conference requests need to be submitted to School Improvement two months prior to the conference.**

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Conference Attendance Procedure

The following items are required to process your one-day conference paperwork and reimbursement, if applicable:

- Proof of attendance from the conference
(i.e. name tag, printouts from conference, agenda, etc.)
- If you paid for the conference registration and need reimbursement, a copy of your payment/receipt must be submitted.
- Conference Commitment & Reflection Form completed and signed by your principal/supervisor.

The above items mentioned are required to process your overnight or out of state conference paperwork and reimbursement as well as the following:

- All itemized receipts for reimbursement:
(i.e. parking, food, hotel, transportation, if applicable)

*\$35 per day is allotted for meals. This includes tip and tax. Alcohol will not be reimbursed.

*Please tape your original receipts in chronological order onto 8 1/2 x 11" sheets of paper.

*Please make a back-up copy of all of your paperwork for your record.

*If you ever have any questions, feel free to email or call the Secondary Curriculum Secretary at ext 10110. Thanks!!