



Academic Services Team
Tracy Epp, Chief Academic Officer

Department:

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| <input type="checkbox"/> Academic Operations | <input type="checkbox"/> Student Supports & Interventions |
| <input type="checkbox"/> Curriculum & Instruction | <input type="checkbox"/> Career & Technical Education |
| <input type="checkbox"/> Exceptional Education | <input type="checkbox"/> Early Childhood Education |
| <input type="checkbox"/> Strategic Initiatives & Innovations | <input type="checkbox"/> Teacher & Leader Pathways |

Conference Permission to Attend Protocol Prior Approval Checklist

Please note the required justification question that must be addressed in their entirety before attendance to a conference is considered. Please use the following checklist indicating that these questions have been addressed. Please include justification with your Permission To Attend (PTA) request form. Answering the questions below does not guarantee approval to attend a conference. All current PTA policies and procedures still apply. **ATTACH THIS CHECKLIST TO YOUR PTA**

- Submit 1-page description of the conference along with PTA (Back of checklist)

I have included answers to the following questions:

- What is the conference, who is providing it and why is it considered a quality conference?
- Who is attending and why?
- What is the data that tells you this conference is necessary and how does it align to your goals?
- What specific sessions will be attended?
- What are the plans to bring the knowledge back into action once back at school?
- What data do you see changing as a result of this

Signature

Date

Conference Description:

[Empty rectangular box for conference description]