

BARNSTABLE PUBLIC SCHOOLS

REQUEST FOR CONFERENCE/WORKSHOP FOR CEU'S APPROVAL & REIMBURSEMENT COSTS

Prior to the start of the course (30 days recommended) – Complete All of Part A – Submit to the Assistant Superintendent for signed approval. Once approved, this form will be returned to you. Keep this form to complete Part B after completion of the Conference or Workshop.

Part A: Name of Applicant _____ Date _____

Mailing Address _____

School _____ Position _____ BTA _____

Name of Conference or Workshop _____

Name of Company Sponsoring Conference/Workshop _____

Date of Conference or Workshop _____ Number of CEU'S _____ Cost _____

Applicant's Signature _____ Date _____

Approved (Principal/Director) _____ Date _____

Approved (Superintendent/Designee _____ Date _____

Part B: TO BE COMPLETED BY CENTRAL OFFICE (Reimbursement Period is July 1 – June 30

Cost: \$ _____ Previous Reimbursement: \$ _____ Approved Reimbursement: \$ _____

APPROVED: (Superintendent or Designee _____ Date _____

Part C: UPON COMPLETION OF THE CONFERENCE OR WORKSHOP FORWARD THE FOLLOWING TO THE ASSISTANT SUPERINTENDENT

- A. Form from the Sponsoring Company showing CEU'S received
- B. Proof of payment receipt or canceled check or copy of charge bill showing fee paid.
- C. This form