

PARAMUS PUBLIC SCHOOLS
Office of the Assistant Superintendent of Schools

WRITTEN CONFERENCE SUMMARY REPORT

Name _____ School: _____ Grade: _____

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A Written Conference Summary Report should be submitted to your principal or supervisor following your attendance at any out-of-district conference/workshop (additional pertinent information should be attached).

FOR REIMBURSEMENT OF EXPENSES: You must submit this form to your principal or supervisor for signature (along with the required documents listed below). Your principal/supervisor will forward the signed form to the Assistant Superintendent for approval. Staff members not reporting directly to a specific building or department shall submit the form directly to the Assistant Superintendent for approval, along with the required documents.

REQUIRED DOCUMENTS: To process payment, a **requisition** and **original receipts** must be submitted along with this form. For mileage reimbursement, a Mapquest/Google Maps printout must be attached.

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Conference/Workshop Attended:

Conference/Workshop Date(s): _____

Please list the aspects of the conference/workshop that you feel were most beneficial:

Would you recommend this conference/workshop for attendance by others? _____

How do you plan to share the information gleaned from this conference/workshop with other appropriate staff members?

Staff Member's Signature: _____

Date: _____

Principal's/Supervisor's Signature: _____

Date: _____

* * * * *

Approved for Payment: _____

Date: _____

Assistant Superintendent (or Designee)