

Medford Area Public School District

Support Staff Inservice Request Form & Guidelines

Name	School Alt HS RVA SOAR MASH MAMS MAES SES DO	Dept.
Title of Inservice (Please attach appropriate documentation.)		
Location (Facility & Town)	Date(s)	Time
If known, others attending from the district		

Conferences & Workshops must fall into one of three categories.

	District will pay the following:	Limitations:
<input type="checkbox"/> District Initiative The inservice is part of the district's overall goals and the staff member is asked to attend.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	Limited by district policy / procedures
<input type="checkbox"/> Required The inservice is part of mandatory training for the staff person's job.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	Limited by district policy / procedures
<input type="checkbox"/> Enrichment Any workshop that would enhance a staff person's knowledge or skills and falls under the job description, but does not fall under the district initiative or required categories.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	<input type="checkbox"/> Overnight conference - once every two years. <input type="checkbox"/> One-day workshop. Overnight and day workshops combined cannot exceed two days every <u>two</u> years. No more than one employee per building can attend a conference on school calendar days.

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Additional Guidelines to Follow for Workshops & Conferences

Meals	District pays for meals, up to \$75 per person, per night for overnight stays only.
Conference Registration	Conference registration will automatically be made by the business department at the District Office once professional leave has been approved.
Overnight Stay	District will pay for a room if the conference is over 100 miles away from Medford.
Room Reservations	Room reservations will automatically be made by the business department at the District Office once professional leave has been approved. District will pay for one room per 2-3 staff members (same gender).
School Vehicle Reservations (see option below)	School vehicle, if available, will automatically be made by staff at the District Office once professional leave has been approved. If a school vehicle is unavailable you must submit an expense reimbursement form for mileage.
Substitutes	Substitutes for conferences & workshops will not exceed 1 per building / per day.
Exceptions	Administration reserves the right to exceed the 1 substitutes per day rule for district initiatives.

Room Reservations:

- ☐ I am requesting ____ hotel room(s) _____ nights on the following date(s): _____.
- ☐ I do not need hotel reservations.

Vehicle Option:

- ☐ I choose to use my personal vehicle and will not be reimbursed for any mileage.

Received by:		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
_____ Principal Date	_____ Director of Special Education Date		
Charge to _____			
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
_____ Director of Curriculum & Instruction Date	_____ District Administrator Date		
Charge to _____			

****Please attach completed conference registration information and hotel information.**

****Approved requests will be forwarded to human resources for appropriate registrations and reservations.**