

**PROFESSIONAL MEETING REQUEST**  
**Wabash City Schools**

Date \_\_\_\_\_

To the Board of School Trustees:

I am (we are) seeking permission to attend \_\_\_\_\_  
(type of meeting/ conference, etc.)

Date(s) of meeting \_\_\_\_\_ Location \_\_\_\_\_

Topic of meeting \_\_\_\_\_

Reason for request

Estimated Total Cost \_\_\_\_\_

Local funding required Yes \_\_\_\_\_ No \_\_\_\_\_

Source of funding: General fund \_\_\_\_\_ Title I \_\_\_\_\_ Title II \_\_\_\_\_ Other \_\_\_\_\_

Estimated expense: Registration \_\_\_\_\_ Hotel \_\_\_\_\_ Travel \_\_\_\_\_ Other \_\_\_\_\_

Substitute teacher required Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of teacher(s)

Signature of teacher(s)

I recommend that this request be approved \_\_\_\_\_ not approved \_\_\_\_\_.

Date approved \_\_\_\_\_ 20\_\_\_\_\_ \_\_\_\_\_

Signature of Building Principal

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Board of School Trustees Action:

Approved \_\_\_\_\_

Date approved \_\_\_\_\_ 20\_\_\_\_\_

Not Approved \_\_\_\_\_

Approved with the following modifications: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent of Schools

*Teachers will complete this form and submit it to building principal. The building principal will submit the electronic form to the Chief Academic Officer.*