

305 California Avenue
Dayton, TN 37321
(423) 775-7813
Fax (423) 775-7831

Following school administrative approval of any Federally funded workshop/conference, this form must be completed and returned to the Federal Program Director at Central Office along with the brochure or flyer about the workshop/conference.

Date: _____

WORKSHOP/CONFERENCE _____

(Title)

Name: _____ Workshop/Conference Date: _____

School: _____ Grade: _____

How does this activity relate to the School Improvement Plan? (Give specific objective/strategy)

Will this activity benefit all staff who teach _____ at your grade level? ____ Yes ____ No

Specific Explanation: (subject)

Will this benefit the children at your grade level? ____ Yes ____ No

Specific Explanation:

Information from this activity is to benefit all staff who teach in the area. How will you disseminate this information so all will benefit? _____

Approved: _____ Not Approved: _____

Signature: _____ School Administrator _____ Federal Program Director