



Blackhawk School District

Conference Request

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Please forward a hard copy of this document to your building principal.

This form must be completed and submitted with the above request form.

Employee Name: _____ Building where Employed: _____

Name of Meeting, Event, or Conference: _____

1. What is the reason that you wish to attend this workshop/conference? What is the purpose of the conference?

2. How will this conference benefit you and the students in the District? How will this conference increase student performance?

3. How will you disseminate the information you acquire from this conference to other staff members in the District?

4. Did you attend this conference last year? Yes No



Blackhawk School District

Conference Summary

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Please forward a hard copy of this document to your building principal.

This form must be completed and submitted to District Office within one week of conference completion.

Employee Name: _____ Building where Employed: _____

Name of Meeting, Event, or Conference: _____

Location of Conference: _____

Conference Beginning Date: _____ Conference End Date: _____

1. Summary of conference:

2. How will you be able to use information and strategies gained from this experience?

3. Would you recommend this conference to a colleague?

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**