



# Workshop / Conference Request

**HISD Private Non-Public Schools  
NCLB Title IIA 2009-2010**

**NOTE:** REIMBURSEMENTS WILL ONLY BE MADE TO INDIVIDUALS WITH PRIOR APPROVAL.

Name of Participant: \_\_\_\_\_ School Position: \_\_\_\_\_

Participant Email: \_\_\_\_\_ Participant Phone: \_\_\_\_\_

School: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address: \_\_\_\_\_ Principal: \_\_\_\_\_  
\_\_\_\_\_

Conference/Workshop Title: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Describe purpose for workshop request based upon school needs assessment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Workshop Budget**

				<b>TOTALS</b>
Registration Fee (Individual)				\$ _____
*Lodging (Up to \$85 per night)	\$ _____	X	_____ (nights)	= \$ _____
*Meals (Up to \$36 a day)	\$ _____	X	_____ (days)	= \$ _____
*Mileage (\$.55 cents per mile) Updated 2009/10	\$ .55	X	_____ (miles)	= \$ _____
*Airfare (allowed only when mileage costs more)				= \$ _____
		<b>Total</b>		= \$ _____

\*Greater Houston Area boundaries include ten counties: Harris, Ft. Bend, Montgomery, Brazoria, Galveston, Liberty, Waller, Chambers, Austin, and San Jacinto. Workshops and conferences held within these boundaries are not eligible for lodging, meals or mileage/airfare reimbursement.

**DOCUMENTATION:**

Include a detailed description of the conference or workshop (announcement, agenda, session topics, etc.).

**AUTHORIZATION:**

I authorize the use of NCLB Title funds to support the professional development activity stated above. This professional development activity supports the instructional needs of our students and professional development plan of our school.

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_