



REQUEST TO ATTEND PROFESSIONAL MEETING

AGUA FRIA UNION SCHOOL DISTRICT No. 216

*(Absence Request MUST Be Entered in AESOP, Agenda/Program is attached, & Funding Source entered)

INSTRUCTIONS: For this request to be considered, ALL information must be completed. Please read carefully. Be sure to secure appropriate signatures prior to submission.

***THIS FORM CANNOT BE PROCESSED UNLESS:**

- Absence Request IS ENTERED IN AESOP. Check "YES" to attest you have entered this absence into AESOP YES
 - Copy of program, agenda, etc. IS ATTACHED. Check "YES" to attest a copy of program, agenda is attached. YES
 - Funding Source/Account Code IS ENTERED: _____ Check "YES" to verify entry. YES
- ➔ Out-of-state travel/requires approval of Governing Board ➔ In-state overnight travel/requires approval of Superintendent

Name:	Position:	Substitute Required: YES___ NO___
School/Work Site:	Date of Request:	

Period of Absence

Date Depart: _____ AM ___ PM ___ Return Date: _____ AM ___ PM ___

Name of Conference/ Description of Meeting: _____ _____ _____

Location of Conference/ Meeting Place, Address, City, State. Zip: _____ _____
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Justification for Attending (Benefits Received): _____ _____

Associated Costs: Check Where Applicable	District Expense (attach P.O. Requisition)	Personal Expense with Reimbursement (attach P.O. Requisition)		Estimated Cost (\$ 0.00)
Meals/Lodging:	<input type="checkbox"/>	<input type="checkbox"/>		\$ _____
Registration Fees:	<input type="checkbox"/>	<input type="checkbox"/>		\$ _____
Transportation:	District Vehicle (attach vehicle request form) <input type="checkbox"/>	Personal Vehicle <input type="checkbox"/>	Commercial Carrier <input type="checkbox"/>	\$ _____

APPROVED
YES NO

APPROVED SIGNATURES – Must Be Signed

DATE OF ACTION

<input type="checkbox"/>	<input type="checkbox"/>	Supervisor/Department Chair	<u>Month/Day/Year</u>
<input type="checkbox"/>	<input type="checkbox"/>	Principal/Supervising Administrator	<u>Month/Day/Year</u>
<input type="checkbox"/>	<input type="checkbox"/>	Superintendent, if necessary	<u>Month/Day/Year</u>
<input type="checkbox"/>	<input type="checkbox"/>	Governing Board Action, if necessary	<u>Month/Day/Year</u>