

Pleasantville Public Schools



Dr. Marilyn Martínez, Superintendent

A-5 WORKSHOP/SEMINAR/CONFERENCE SUMMARY REPORT FORM

(Submit within five (5) days after workshop/seminar/conference attendance)

Name/Assignment: _____

Date: _____

School/Grade:	Assignment:	Conference Date:
Conference Title:		

1. Briefly describe or list the major points covered in the space provided.

2. Describe how this information/training will be shared within your building/department/district in the space provided.

Note: Plans and Conference Summary Reports must be submitted to your immediate **Supervisor, Director of C&I** and the **Superintendent** within five (5) days after workshop attendance.

Administrative Use Only. Not intended for conference attendee.

Date Report Received _____

Date _____

Distribution: Superintendent

Immediate Supervisor

Revised:03/2024:
Dr.MM:adz