



Pleasantville Public Schools



Home of the Greyhounds

OUT-OF-STATE TRAVEL/ CONFERENCE PROCEDURES

Procedures for Out-of-State Travel are as follows:

1. Employee completes both the district-wide conference request form and the Out-of-State Travel form and submit it to our office for approval.(see Out of State Travel form on the district website)
2. The form must be filled out completely.
3. The information will be put on the Curriculum and Instruction Agenda under Workshop/ Conference Attendance for Board approval.
4. Once the Board approves the workshop, the Curriculum and Instruction office will fax the information to the County Superintendent for approval.
5. Once we receive approval, via fax, from the County Superintendent's office, the Curriculum and Instruction office will contact, via email, the administrator in charge and staff member of the approval.
6. Staff member is responsible to complete a summary and submit it to their immediate supervisor and the Director of Curriculum and Instruction within five (5) days.

Please Note:

All Out-of-State travel requires County Superintendent's approval.