



Mannheim School District 83
**Conference Presentation
Request Form**

Teacher's Name:	
School: <input type="checkbox"/> AC <input type="checkbox"/> E <input type="checkbox"/> MECC <input type="checkbox"/> M <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> W	Grade/Position:
Name of Conference:	
City/Location of Conference:	
Date(s) of Conference:	Time of conference:
What topic will you be presenting and how will presenting at this conference contribute toward your professional responsibilities?	
Employee's Signature:	Date:
Principal's Signature:	Date:

For Office Use

Conference presentation request has been:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Director's Signature:	Date:	
<i>After receiving approval to present at the conference listed above, you may submit your proposal to the conference. Upon acceptance of your proposal, please submit a copy of this form with your Mannheim District 83 Educational Conference Request Pre-Approval Form.</i>		