



**CONFERENCE REPORT FORM**  
**In or Out-of-District**  
**Attach to Expense Voucher**

Staff Member \_\_\_\_\_ Date Submitted \_\_\_\_\_

Assignment \_\_\_\_\_ School \_\_\_\_\_

Conference Date(s) \_\_\_\_\_ Location \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

**Classroom Impact**

- For teachers: Describe how your attendance at this conference will impact your instruction to result in higher student achievement.
  
  
  
  
  
  
  
  
  
  
- For non-teaching staff: Describe how your attendance at this conference will impact the performance of your job responsibilities.

**Professional Sharing**

- What materials, strategies, or ideas from the conference were shared with department, school or district colleagues?
  
  
  
  
  
  
  
  
  
  
- How and when were they shared?