



Conference Request Form

Please Note:

- *Requests for conferences must be submitted **no later than FOUR WEEKS before the conference registration deadline date** (not the date of the conference) to allow time for materials to be processed.*
- *Teachers may attend up to three conferences per year.*

STEP 1: Please provide the following information:

Name(s): _____

Department: _____ School: _____

Title of Conference: _____

Organization Presenting Conference (no acronyms): _____

Location of Conference: _____

Date Submitting Request: _____ Cost: _____

Registration Deadline Date: _____ Date(s) Attending Conference: _____

I will be presenting at this conference

STEP 2: This conference would address the following District Goal

- Goal 1: Students will demonstrate attainment of critical learning standards for each course in which they are enrolled.
- Goal 2: Students will demonstrate increased enrollment in advanced placement and dual credit courses.
- Goal 3: Students who begin in developmental mathematics or English courses (SPED English and Math, E101, M113, M114, ESL English courses) freshman year will advance to regular or co-taught level mathematics or English courses prior to graduation.
- Goal 4: English language learners will demonstrate growth as defined by ISBE on the composite score as measured by the annual administration of the ACCESS assessment.
- Goal 5: Students will meet all requirements to earn a District 211 diploma within four years.
- Goal 6: Students enrolled in E423 Introduction to Rhetoric Course and M414 Algebra 3 will meet the prerequisite for entering a credit-bearing college course.
- Goal 7: Students will meet SAT benchmarks on the Mathematics and Critical Reading sub scores.
- Goal 8: Students will earn at least 15 college credits through Advanced Placement or dual credit courses.
- Goal 9: Development of specific pathway coursework will be defined in the following College Major and Career Clusters: Science, Technology, Engineering & Mathematics (STEM); Finance, Management, Marketing, Manufacturing, Health Sciences; and Arts, Audio Visual, Technology & Communications.
- Goal 10: Students will participate in at least 1 or more District 211 activity groups or athletic teams each year.

STEP 3: Payment/Rationale

If you are requesting Title I Funds, please check the Title I box below and check the rationale that applies.

	Not Applicable (no charge or free)
	Administrator's Academy Credit
	IDEA Grant
	Perkins Grant
	Other: _____

	Title I – For a Title I activity, please highlight the information on the flyer that supports your Title I selection.	
		The conference addresses increasing reading skills in targeted courses.
		The conference addresses increasing math skills in targeted courses.
		The conference addresses increasing math and reading skills in targeted courses.
	Title II	

STEP 4: Rationale for attending and action plan to disseminate conference/workshop information to colleagues.

STEP 5: Please submit original copy of the following:

- COMPLETED CONFERENCE REGISTRATION FORM**
- All pages of the conference informational flyer
 - **TITLE I ONLY** – If this is submitted as a Title I activity, please highlight the information on the flyer that supports your selection in section 4.
- Conference Request Form *(Note: You may want to keep an additional copy of these items for your personal records.)*

Your conference request cannot be processed until all forms are completed and submitted to the Office of Instructional Improvement.

STEP 6: Approval

Department chair: _____ (signature) _____ (date)

Staff Development Administrator: _____ (signature) _____ (date)

Director of Instructional Improvement: _____ (signature) _____ (date)