

EAST ALLEN COUNTY SCHOOLS

Complete this form within five (5) days of attendance at meeting/conference.

TO: Building Principal/Supervisor

FROM: Meeting/Conference Attendee

SUBJECT: Report of Conference Attendance Date Attended _____

(1) Title of Meeting/Conference Attended:

(2) Summarize how information obtained at this meeting/conference will be utilized in assignment.

Date _____ Signed _____ School _____
Conference Attendee

Date _____ Signed _____
Principal/Supervisor

Form to be filed in office of Principal/Supervisor