

WILLIAMSON COUNTY SPECIAL EDUCATION  
&  
WILLIAMSON COUNTY EARLY CHILDHOOD (PreK)

APPLICATION FOR ATTENDANCE TO PROFESSIONAL MEETINGS

Date of Request: \_\_\_\_\_

Staff members who want to attend professional conferences are to complete this form and present it to the Building Principal/Supervisor of the school you are assigned to for approval. Once the form is signed by the Building Principal, please send to the Williamson County Special Education/Williamson County Early Childhood office for final approval. Please submit this form two weeks prior to the meeting.

NAME OF APPLICANT: \_\_\_\_\_

MEETING TO ATTEND: \_\_\_\_\_

PLACE: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

ESTIMATED EXPENSE (Itemize) \_\_\_\_\_

SUBSTITUTE NEEDED? Yes \_\_\_\_\_ No \_\_\_\_\_

ADVANCE REQUESTED (50%): \$ \_\_\_\_\_

PURPOSE: Please indicate general purpose of meeting and your reasons for attending:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
PreK Coordinator Signature

\_\_\_\_\_  
Director Signature