

Standardized Reporting Form

Following attendance at:
Training and Seminars
Conventions and Conferences
Retreats

*****This form must be completed and submitted
to the Board Secretary within two weeks of travel.*****

Statutory requirement:

After the event, **attendees (whether board members or staff) must provide a brief report** that includes a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. (P.L. 2007, c. 53; travel requirements at NJSA 18A:11-12)

Brief description of the primary purpose for the travel:

Summary of the goals and key issues that were addressed at the event:

The relevance of the items discussed at the event to improving instruction or the operation of the school district.

Name: _____

Date(s) of travel: _____ Place of event: _____

Date of Board approval: _____

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amg 4/25/08