

# 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: \_\_\_\_\_

**Form 9250**  
amg 3/11/10