



Dr. Fredrick Robinson • Superintendent of Education

School District

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## DISTRICT REQUEST FOR ATTENDANCE

(Approval to Attend)

TO: QUITMAN COUNTY SCHOOL BOARD

FROM: \_\_\_\_\_

RE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

PERSONS ATTENDING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trip funded by: \_\_\_\_\_

Lodging Cost: \_\_\_\_\_

Registration: \_\_\_\_\_

Meals: \_\_\_\_\_

Fees/Dues: \_\_\_\_\_

Travel: \_\_\_\_\_

.655 if district vehicle is not available.

.22 if district vehicle is available but opt to use personal vehicle.

Approval: Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

Approval: Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Director of Title (if applicable)

***If event is funded by Federal Funds i.e. Title or IDEA, please obtain approval from the Director of the Federal Funds prior to submitting request to the Superintendent***

Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Dr. Fredrick Robinson, Superintendent