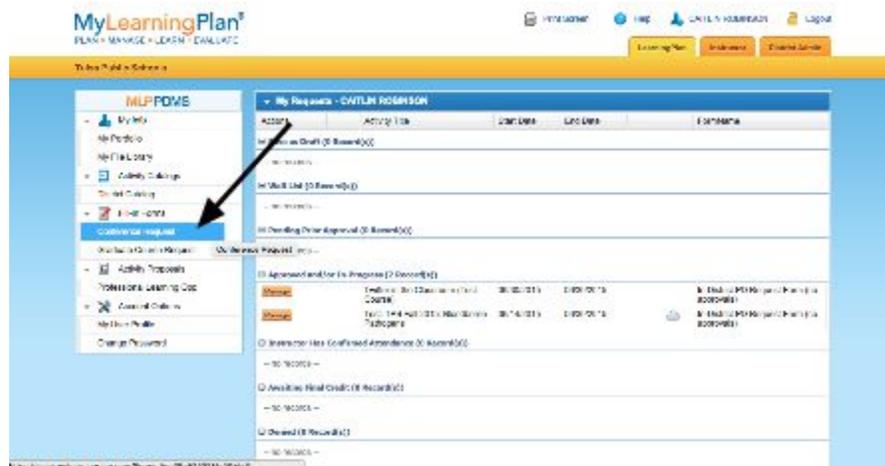


# My Learning Plan - Submit a Conference Request

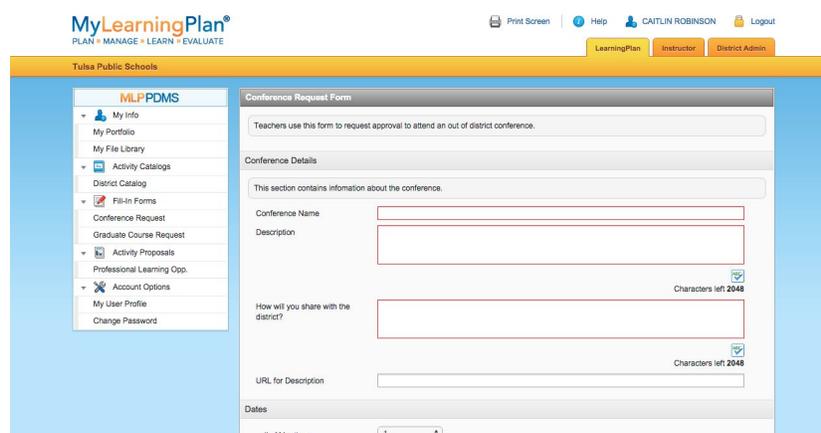


For out of district classes, workshops, and conferences, you will need to submit a CONFERENCE REQUEST form to be approved.

1. Sign into My Learning Plan. On the left side of your LEARNING PLAN DASHBOARD, select CONFERENCE REQUEST from the menu of options.



2. You will need to fill out the form in its entirety before submitting. If you need to come back and work on it at a later time, click SAVE AS DRAFT, rather than SUBMIT.



3. Boxes with a red border are required and must be filled out. The form is divided into several sections. Here are some helpful tips for filling out this form.
  - If you are wishing to attend a multi-day conference, change the MEETING DATES to the number of days you would be attending the conference. Change the MEETING DATES if you are wanting to take a multi-day class as well. (IMPORTANT: If you are taking 3 different class/workshops - and the classes are **not part of a conference** - you would fill out the conference request 3 times.)
  - You will also be asked for the estimated costs to the District. Fill this section out to the best of your ability indicating estimated costs for those things that are out of state or out of town. **Please note that completing the form does not indicate expenses will be paid. You should follow up as current policy and procedures are currently being revised.**
  - At the end of the form, you can add comments and/or upload supporting documents.
  - When you are finished with the form, click SUBMIT.