

Special Education Conference Request

The Jordan School District (JSD) Special Education Department wants to support your continuing education. Conference participation guidelines are outlined in District Policy D208, and may be accessed on the Jordan School District website. Remember that all professional development activities are optional and are accessed at the discretion of the school principal. Please follow the process outlined in the Special Education Conference Attendance Guidelines.

Name of Educator _____

Email Address _____

School _____ Position _____

Name of Conference (or seminar) _____

Dates of Conference _____

General nature of conference and topics to be addressed _____

Please indicate what you are asking for:

Time away from your assignment

Substitute coverage

Registration costs

Other: Specify _____

Conference Participant's Signature

Principal's Signature

After the conference you need to:

- Complete an evaluation of the conference,
- Submit a written plan to use and share the information, materials, and ideas learned in the conference (policy D208) to the Special Education Department.

Submit conference registration materials and Conference Request Form to
Julie Brown, Special Education.

Special Education Conference Attendance Guidelines

Jordan School District's Special Education Department values continuing education. Professional development activities, including conferences and seminars, enrich educators' understanding and improve their skills. When a Special Educator of Jordan School District (JSD) wishes to attend an educational conference, the following guidelines need to be followed:

- School absences have a significant impact on student progress. Educators should carefully limit the number of days that they participate in professional development activities that take them out of their classrooms. According to JSD Guidelines, educators may not be out of their classrooms for more than three days per quarter for the purpose of professional development.
- Educators making conference requests shall submit a completed Special Education Conference Request Form to their principal. The Request Form must be signed by the principal and submitted to District Special Education.
- Conferences must support teachers' individual teaching assignments (policy DP339) and must include research-based information that meets No Child Left Behind (NCLB) and IDEA standards.
- Educators must submit registration materials and signed requests to the District Special Education Department no later than ten days prior to registration deadlines or by specified due dates. After evaluating the request based on the Conference Guidelines, requests will be processed on a first come first serve basis.
- Participants will be notified regarding conference approval. Participants must not assume that requests have been approved, as conference approval depends on the following factors:
 - All professional development activities are optional and are accessed at the discretion of the school principal
 - District need/priority
 - Research-based information
 - Relevance to educator's assignment
 - Availability of funds for conference registration fees
 - Substitute coverage
 - Number of times teachers have been out of their buildings
 - Number of conference requests being processed
- If Special Education is paying for substitutes, educators should inform their school secretaries that absentee reports must include the name of the conference.
- After conference attendance, participants must:
 - Complete an evaluation of the conference
 - Submit a written plan to use and share the information, materials, and ideas learned in the conference (policy D208) to the District Special Education Department.