

Lancaster Community School District

Administration

**GUIDELINES FOR ADMINISTRATOR ATTENDANCE
AT PROFESSIONAL MEETINGS**

Administrative staff attendance at professional meetings, conferences, conventions and workshops shall be governed by the following guidelines:

- State Principals' Association Conference - Annually for all principals
- State Superintendent's Conference - Subject to approval of District Administrator
- Regional Meetings (held in a metropolitan area less than 250 miles from the District office) - Subject to the approval of the District Administrator; shall not be counted as an out-of-state meeting, but registration shall be through the District office prior to the meeting deadline
- National Principals' Conference - Each principal is eligible every third year. When national meetings are within 250 miles, the rotation plan may be varied by the District Administrator
- Other in-state travel requests by building principals shall be approved by the District Administrator as the need arises and budget permits

APPROVED: March 12, 1986

REVISED: May 14, 2003
February 13, 2014