

Passaic Board of Education
Passaic, NJ 07055

Standardized form for board members and employees to file a brief report about:

- (a) training and seminars
- (b) conventions and conferences and
- (c) retreats

Statutory requirement:

After the event, **attendees 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 N.J.S.A. 18A:11-12]

Name: _____

Place of event and date of travel: _____

1. Brief description of the primary purpose for the travel:

2. Summary of the goals and key issues that were addressed at the event:

3. The relevance of the items discussed at the event to improving instruction or the operation of the school district: