

Walton Central School District  
Walton, New York

## Electronic Conference Report Form Guidelines

To report to the WCSD Board of Education regarding a conference, workshop, or training, please use the electronic form.

To access the form:

- [www.waltoncsd.org](http://www.waltoncsd.org)
- *District Resources*
- *Staff Web Resources*
- *Conference Report Form/Guidelines*

1. Complete this form for every professional development event: training, workshop, conference **except** those sponsored by the DCMO BOCES. The DCMO BOCES evaluation forms are copied to school superintendents; no additional reporting is required.
2. **This form does not spell-check.** Key your narrative responses to questions 7, 8, and 9 into a Word document to be spell-checked; then copy and paste into the electronic form. Please proofread carefully.
3. Item #7: *Summary of Workshop/Conference Highlights*—describe the main content/new learning you received.
4. Item #8:—identify school community members with whom you will share the new information and one or more strategies you will use for sharing.
5. Item #9: *As a result of this workshop/conference, I recommend the following changes in practice*—depending on the nature of the conference, consider including changes in:
  - ☞ your own professional practice;
  - ☞ grade/department-level practice;
  - ☞ building-level practice; and
  - ☞ district-level practice.
6. When you click *Submit*, the form will be sent electronically to the BOE Clerk, who will route it electronically to the sender and the grade-level/department chair. Principals, the Superintendent, and Board Members will receive a copy in the Board packet.

**PLEASE PROOFREAD before you submit.**