

Please complete and submit this form to the MCCEE office for prior approval. MCCEE will return the form when it has been approved. Please submit the following information as early as possible so that we may pay registration fees in advance. If instructors pay in advance, they may submit proper documentation to the MCCEE office for reimbursement. Please be sure to get pre-approval beforehand when possible.

REQUESTS DUE NO LATER THAN MARCH 15, 2007

Instructors Name:	Date Filed:
District:	Activity:
Department:	Activity Dates:
Conference:	Cost of Registration:
Instructor's Signature: ▶	Registration Address:
Administrator's Signature: ▶	Please Attach Copy of Conference Events.

MCCEE USE ONLY:

Approved by:	Date:	Date Paid:	Check #
---------------------	--------------	-------------------	----------------

Send Registration