



Wexford-Missaukee
Intermediate School District

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**Career Technical Center
Administration**

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*'The Mission of the
Wexford-Missaukee Area
Career Technical Center is to
prepare high school and adult
students for career success and
continuing education in a
technical environment for a
changing society.'*

Proudly Serving

Cadillac
Lake City
Manton
Marion
McBain
Mesick
Pine River

***'Helping Schools
Help Students'***



Conference/Training Requests:

1. You must use the NCR paper form for requests for conferences and any out of ISD travel

- Fill out form – indicate if a check is to be sent directly or if purchase card is going to be used for registration and hotel/motel
- Attach conference information
- Turn form into your immediate supervisor
- When you have returned – double check hours of Professional Development to validate the time

Special notes

- All conference/training must align with the your growth plan, unless it is an administrative request
- Must double check that tax exempt was given (ID Number on the card)
- All expenses must be pre-approved

Thank you.