

Wellsboro Area School District  
227 Nichols Street  
Wellsboro, PA 16901

JAN - 8 2020

## Request to Attend Conference / Meeting

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.

Individual Attending Elizabeth Barnhart  
Name of Conference PDE Conference - Making A Difference Educational Practices that Work  
Location of Conference Hershey Lodge & Convention Center  
Date(s) 3/9 - 3/10 - 3/11 Days of Week Mon, Tues, Weds

Are you an active member of the organization sponsoring this event?

☐ Yes

☒ No

Is this conference directly related to a classroom assignment?

☐ Yes

☒ No

Purpose of conference:

To provide updates on new special education trends ~~and~~ in instructional practice, Behavior modification & Parent Engagement

Number of school days absent for conference/meeting:

3

Total number of days requested for conference/meeting:

3

(include travel time)

Estimated time of departure:

Estimated time of return:

### COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: 224

Lodging: 270

Meals: 100

Registration: 195

Other: \_\_\_\_\_

Total Estimated Expenditures: 789.00 ~~\$0.00~~

### SUBSTITUTE NEEDED:

☐ Yes (# of Days) \_\_\_\_\_

☐ No

All receipts must be itemized.

Tips are not reimbursable.

Submitted by:

E. Barnhart, E.D.

Date:

1/6/2020

Recommended to Superintendent:

☐ Yes

☐ No

Principal Signature

Account # \_\_\_\_\_

Amount/% \_\_\_\_\_

Account # \_\_\_\_\_

Amount/% \_\_\_\_\_

Recommended to School Board for Approval:

Dr. Brenda M. Freeman

Superintendent Signature

Date Approved by School Board: \_\_\_\_\_