



Request to Attend Conference / Meeting

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

Individual Attending Jeremy Byrd
Name of Conference PDE Data Summit
Location of Conference Hershey, PA
Date(s) 3/15-3/18/20 Days of Week Sun- Wed

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:

The Pennsylvania Department of Education's (PDE) annual Data Summit offers attendees an opportunity to learn, network, ask questions about, and discuss education data with peers and leaders from across the state and nation. From data governance, to reporting school data, to improving data quality, to making data decisions and more, dozens of topics are explored at PDE's Data Summit each year.

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: 3:00
Estimated time of return: 3:00

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$172.50
Lodging: \$450.00
Meals: _____
Registration: \$375.00
Other: _____
Total Estimated Expenditures: \$997.50

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

**All receipts must be itemized.
Tips are not reimbursable.**

Submitted by: Jeremy Byrd Date: 3/4/2020

Recommended to Superintendent: Yes No
Principal Signature: [Signature]
Account # 10-2271-360 Amount/% 100
Account # 10-2271-580 Staff Development Amount/% 100

Recommended to School Board for Approval: [Signature]
Superintendent Signature

Date Approved by School Board: _____