

Wellsboro Area School District  
227 Nichols Street  
Wellsboro, PA 16901

### Request to Attend Conference / Meeting

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

Individual Attending Karen Farrer  
Name of Conference PA Special Education Leadership Academy Connecting Through Challenge, Change, and Opportunity  
Location of Conference Seven Springs Mountain Resort, 777 Water Wheel Drive, Champion, PA 15622  
Date(s) July 19-21, 2022 Days of Week 3

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:

Purpose is to increase leaders' vital knowledge/skills by providing leaders time to engage in conversations, learn from practitioners, & share effective practices to improve results for students with disabilities & meet the targets of the PA State Performance Plan. Presenters will share experiences of designing/implementing practices, procedures, and policies to improve learning opportunities &, ultimately the independence of students with disabilities.

Number of school days absent for conference/meeting: 0  
Total number of days requested for conference/meeting: 0 (include travel time)

Estimated time of departure: 7:30 AM  
Estimated time of return: 4:00 PM

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$245.70  
Lodging: \$337.08  
Meals: \$90.00  
Registration: \$150.00  
Other: \_\_\_\_\_  
Total Estimated Expenditures: \$822.78

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) \_\_\_\_\_  
 No

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

Submitted by: Karen Farrer Date: 6/10/2022

Recommended to Superintendent:  Yes  No  
Principal Signature \_\_\_\_\_  
Account # 10-2271-360-000-00-100 Amount/% \_\_\_\_\_  
Account # \_\_\_\_\_ Amount/% \_\_\_\_\_

Recommended to School Board for Approval: [Signature] Superintendent Signature \_\_\_\_\_  
Date Approved by School Board: \_\_\_\_\_

Distribution:  Original - District Office  Copy 1 - Teacher  Copy 2 - Building Office