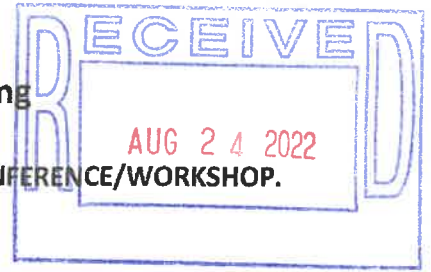


Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

Request to Attend Conference / Meeting



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

Individual Attending Amy Coots
Name of Conference PDE Career Technical Education, Integrated Learning Conference
Location of Conference Penn State
Date(s) November 2-4, 2022 Days of Week Wed-Friday

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:

PDE's CTE holds the conference focused on CTE best practices in teaching, employee/industry engagement, compliance requirements for programs of study, workforce development, CTE comprehensive need assessments, local advisory committ requirements as well as occupational advisory, monitoring and compliance reviews and response to remedy findings in CTE audits. The conference provides an opportunity for me to stay up-to-date on compliance requirements in CTE and Perkin's.

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: 5AM
Estimated time of return: 4:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$113.75
Lodging: \$260.00
Meals: _____
Registration: \$185.00
Other: _____
Total Estimated Expenditures: \$558.75

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Amy Coots Date: 8/24/22

Recommended to Superintendent: Yes No
Principal Signature _____
Account # Perkins Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: Alan H M
Superintendent Signature

Date Approved by School Board: _____