

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 Joyce Butler, Tonya Doane, & Karen Farrer
Name of Conference PDE Data Summit
Location of Conference Hershey, PA
Date(s) 3/27/2023, 3/28/2023, 3/29/2023 Days of Week Monday, Tuesday, Wednesday

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:

Keynotes & breakouts will offer information, resources, & tools on a wide variety of topics (reporting school data, improving data quality & making data-based decisions, data governance, school improvement, cybersecurity, SEL, & more). Attendees will experience impactful professional learning opportunities, gain technical skills & leave with a better understanding of their data & how it can be used to support & benefit the school communities they serve.

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: 3/26/2023 4:00
Estimated time of return: 3/29/2023 5:30

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$187.50
Lodging: \$1,341.00
Meals: \$180.00
Registration: \$900.00
Other: _____
Total Estimated Expenditures: \$2,608.50

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Karen Farrer Date: 11/30/2022

Recommended to Superintendent: Yes No Karen Farrer
Principal Signature

Account # _____ Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: Alan P...
Superintendent Signature

Date Approved by School Board: _____

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

Attach IX-2E-3