

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 Fellowship Cohort 13 and PDE Making a Difference: Educational Practices that Work
Location of Conference Hershey, PA
Date(s) February 28, March 1, 2, and 3, 2023 Days of Week Tuesday, Wednesday, Thursday, and 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:

February 28 and March 1 are mandatory PA Fellowship requirements. The March 1-3 PDE Conference is also part of the expectations for being a part of the PA Fellowship Program for Special Education Leaders. Conference registration was included in the PA Fellowship registration. The Special Education Leadership Academy is also a required event that will take place in July.

Number of school days absent for conference/meeting: 4
Total number of days requested for conference/meeting: 4 (include travel time)

Estimated time of departure: 8:00 AM
Estimated time of return: 5:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$175.50
Lodging: \$482.85
Meals: \$150.00
Registration: _____
Other: _____
Total Estimated Expenditures: \$808.35

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Karen Farrer Date: 12/19/2022

Recommended to Superintendent: Yes No Karen Farrer
Principal Signature

Account # _____ 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