

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 _____
Name of Conference Intensive Skills Trainings for Students with Emotional Behavior Disorders
Location of Conference Canton, PA or Harrisburg, PA
Date(s) Jan. 30-Feb 1; Apr. 16-18; Mar. 20-22 Days of Week T-Th; T-Th; W-F

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:
A review of effective instructional strategies and procedures for the delivery of high-quality instruction for students across all settings will be provided. The focus will be on evidenc-based interventions applicable to students of all instructional levels and all settings that include direct instruction, establishing instructional control, teaching cooperation skills as well as communicati skills and academic content. Emphasis will be placed on PBIS.

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: _____
Estimated time of return: _____

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: _____
Lodging: _____
Meals: _____
Registration: _____
Other: _____
Total Estimated Expenditures: _____ \$0.00

SUBSTITUTE NEEDED:
 Yes (# of Days) 3
 No

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

Submitted by: _____ Date: _____

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

Recommended to School Board for Approval: _____
Superintendent Signature

Date Approved by School Board: _____

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

Gamble, Linda

From: Farrer, Karen
Sent: Monday, November 6, 2023 6:44 PM
To: Gamble, Linda
Subject: Conference request
Attachments: Intensive Skills Training for EBD 2024 DRAFT.xlsx

Hi Linda,

I wanted to give you a heads up prior to printing the draft board agendas that you should be receiving conference requests from the following staff for a training opportunity. I have attached a sample conference request to give you an idea of the training and dates/locations to expect.

Mohr, Sharon
Madlock, Jamie
Lovejoy, Ashley
Schea, Nicole
Taylor, Mark
Smith, Miranda
Gay, Jessica
Copp, Brenda
Rogers, Jacob
Palmer, Jessica
Wagaman, Sarah
Lightner, Laura
Tice, Shannon
Post, Kevin

Thank you,
Karen Farrer
Special Education Supervisor
Homeless Liaison/Foster Care POC
Wellsboro Area School District