

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 PA Federal Programs Improving Schools Conference 2024  
Location of Conference Pittsburg, PA  
Date(s) Feb. 4-7, 2024 Days of Week Sunday-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:

The purpose of the conference is to learn specific strategies to improve student achievement to meet the PA Accountability System. The conference will include evidence based strategies and methods that can be used to improve student learning and achievement in core content. The conference also satisfies an LEA's attendance at Federal Programs professional development. (Conference funded by Fed. Programs Funds.)

Number of school days absent for conference/meeting: 2  
Total number of days requested for conference/meeting: 2 (include travel time)

Estimated time of departure: Feb. 4 (tentative)  
Estimated time of return: Feb. 6

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$293.44  
Lodging: \$310.00  
Meals: \$15.00  
Registration: \$475.00  
Other: \_\_\_\_\_  
Total Estimated Expenditures: \$1,093.44

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

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

Submitted by: Amy Coots Date: 11/28/23

Recommended to Superintendent:  Yes  No \_\_\_\_\_  
Principal Signature

Account # \_\_\_\_\_ Amount/% \_\_\_\_\_  
Account # \_\_\_\_\_ Amount/% \_\_\_\_\_

Recommended to School Board for Approval: Ann Rk  
Superintendent Signature

Date Approved by School Board: \_\_\_\_\_

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