

Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

FEB - 2 2023

Request to Attend Conference / Meeting

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

Individual Attending Karen Farrer, Carla Tardieu, Marcia Smith, Jessica Witmer, Jamie Madlock
Name of Conference Functional Behavior Assessment (FBA) and Behavior Improvement Plans (BIP)
Location of Conference Canton, PA
Date(s) March 21-22, 2023 Days of Week 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:

Functional Behavioral Assessment and Behavior Intervention Plans training describes how to conduct a functional behavioral assessment, provides practice completing data collection forms, completing hypothesis statements, and designing behavior support plans. The goal is to have a trained person in each school building to be able to support students and staff in developing and implementing positive behavior support plans.

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: 7:00 AM
Estimated time of return: 4:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$205.00
Lodging: _____
Meals: _____
Registration: _____
Other: _____
Total Estimated Expenditures: \$205.00

SUBSTITUTE NEEDED:
 Yes (# of Days) 2
 No

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

Submitted by: Karen Farrer Date: 2/2/2023

Recommended to Superintendent: Yes No Karen Farrer
Principal Signature

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

Recommended to School Board for Approval: Alan Pt
Superintendent Signature

Date Approved by School Board: _____

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