



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 PDE PA Federal Programs Annual Conference, Focus Forward
Location of Conference Pocono Manor, PA 18349
Date(s) April 16-19, 2023 Days of Week Monday - 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 conference will provide info. on the following: updates, initiatives within the Division of FP and PDE, framework for understanding poverty & Title I, II, IV, ESSERS funds, CEP, understanding the consolidated application, allocations/data calculations, components of monitoring, MTSS, FP data collection in PIMS, fiscal compliance, maintenance of effort, supplement/supplant, etc. Districts are assigned risk points if they do not participate in trainings annually.

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: 3PM

Estimated time of return: 5:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$183.00
Lodging: \$477.00
Meals: \$10.00
Registration: \$400.00
Other: _____
Total Estimated Expenditures: \$1,070.00

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Amy Coots Date: 2/2/23

Recommended to Superintendent: Yes No _____

Account # _____ Principal Signature _____
Account # _____ Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: Almon R. H. Superintendent Signature _____

Date Approved by School Board: _____

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