

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 Jacob Rogers
Name of Conference Pennsylvania Department of Education Annual Conference
Location of Conference Hershey Lodge and Convention Center, Hershey, PA
Date(s) February 28 - March 1, 2024 Days of Week 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:

This annual statewide conference offers an opportunity to learn and engage with nationally recognized presenters, as well as colleagues from across the state, highlighting effective instructional strategies and interventions designed to make an educational difference for all students. It is Pennsylvania's Bureau of Special Education's signature event to learn about students with disabilities and how schools can effectively meet their educational needs.

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: 6:00 AM
Estimated time of return: 4:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$196.50
Lodging: \$330.78
Meals: \$75.00
Registration: \$265.00
Other: _____
Total Estimated Expenditures: \$867.28

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Jacob Rogers Ed.D., NCSP Date: 12/21/23

Recommended to Superintendent: Yes No Xerxes Torres
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