

RECEIVED

APR - 3 2024

Request to Attend Conference / Meeting

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

Individual Attending Karen Farrer
Name of Conference Compliance Monitoring Training
Location of Conference Harrisburg, PA
Date(s) 5/17/2024 Days of Week 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:

The Bureau of Special Education trains individuals to serve as peer monitors on special education monitoring teams. The trainee will review the updated monitoring procedures that peer monitors will utilize to assist in the monitoring. This includes file reviews, interviews, online data entry and logistical processes. WASD will be monitored during the 2024-2025 school year, so that training will better prepare me for that monitoring.

Number of school days absent for conference/meeting: 1

Total number of days requested for conference/meeting: 1 (include travel time)

Estimated time of departure: 6 a.m.

Estimated time of return: 4 p.m.

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$179.56

Lodging: _____

Meals: \$75.00

Registration: _____

Other: _____

Total Estimated Expenditures: \$254.56

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Karen Farrer Date: 4/2/24

Recommended to Superintendent: Yes No

Account # Special Education Professional Development Principal Signature _____
Account # _____ Amount/% _____
Amount/% _____

Recommended to School Board for Approval: Ann Ke Superintendent Signature _____

Date Approved by School Board: _____

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