

### Request to Attend Conference / Meeting

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

Individual Attending Karen Farrer, Jake Rogers, Ben Largey  
Name of Conference Academic Acceleration: Decision-Making Tools, Policies, and Research  
Location of Conference Harrisburg, PA PaTTAN  
Date(s) 7/31/2024 Days of Week 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 review tools, policies, and research regarding academic acceleration. We are requesting to attend the free training to ensure compliance with implementation of and adherence to Chapter 16 regulations.

Number of school days absent for conference/meeting: 0  
Total number of days requested for conference/meeting: 1 (include travel time)

Estimated time of departure: 6 a.m.  
Estimated time of return: 6 p.m.

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$179.56  
Lodging: \_\_\_\_\_  
Meals: \$60.00  
Registration: \_\_\_\_\_  
Other: \_\_\_\_\_  
**Total Estimated Expenditures:** \$239.56

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

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

Submitted by: Karen Farrer Date: 6/7/2024

Recommended to Superintendent:  Yes  No  
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