

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 Sadie Mack
Name of Conference AIM Institute for Learning & Research 2024 Symposium: The Intersection of Reading and Writing
Location of Conference Virtual
Date(s) March 11th, 2024 Days of Week Monday

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:

I believe that research-based reading instruction is crucial for all aspects of learning. The purpose of this conference is to discuss literacy learning, specifically the intersection of reading and writing from early to later years as well as writing implications for the classroom and bilingual language intersections. The event is free and offered virtually.

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: 8:30
Estimated time of return: 3:30

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: _____
Lodging: _____
Meals: _____
Registration: _____
Other: _____
Total Estimated Expenditures: _____ \$0.00

SUBSTITUTE NEEDED:

Yes (# of Days) 1
 No

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

Submitted by: Sadie Mack Date: 2/27/2024

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