

Request for Extended Travel

NAME: Michael Lopes

DATE: August 5, 2014 DEPT/BUILDING District Office

PURPOSE: AVID Elementary Leadership Training – Cohort 3: Session 3

DISTRICT BENEFIT:

TRAVEL DETAILS: 1. DESTINATION: San Diego, CA

2. DATES: September 23-26, 2014

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline	\$186.20
MEALS	Per Diem- (Breakfast & Lunch Included) Sept. 23 -26 – Dinner \$33.00 x 4 days	\$132.00
LODGING	Courtyard Marriott San Diego Central \$169.00 x 3 days	\$507.00
REGIS/FEES	No charge for registration	\$0
SUBSTITUTE		\$0
OTHER	SuperShuttle – Round Trip	\$34.00
TOTAL		\$ 859.20

ML 8/15/14

BUDGET SOURCE(S):

1. GENERAL FUND: \_\_\_\_\_

2. WORKSHOP FUNDS: \_\_\_\_\_

3. CONTRACT REQUIREMENT: \_\_\_\_\_

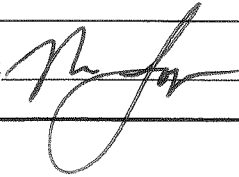
4. OTHER: Title IIA - 230.2240.0342.120.350.000

*Federal Funds Professional Development for Teachers & Admin*

SUPERVISORS RECOMMENDATION AND COMMENTS:

*Required district director training for certification.*

SUPERVISOR SIGNATURE



SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

*Approved R Gray 8/19/14*

BOARD ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE: \_\_\_\_\_

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

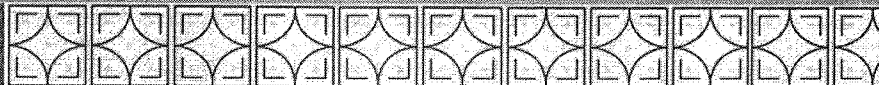
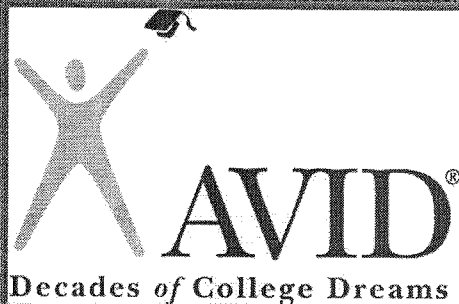
EMPLOYEE SIGNATURE: \_\_\_\_\_



DATE: \_\_\_\_\_

*8/7/14*

# AVI D ELEMENTARY LEADERSHIP TRAINING FOR AE LI AI SONS AND SI TE PR INCI PALS



COHORT THREE

2013-2015

## Session Topics

Session 1

Planting the Seeds of College Readiness

Session 2

Beyond Crayons and Colored Pencils: Learning in the Adult World

Session 3

Building Blocks: Establishing Essentials

Session 4

Building Bridges: System Sustainability

Session

Months / Location

A title or caption about the photograph.

COHORT 3: SESSION 1

(PLEASE CHOOSE ONE)

OCTOBER 16-18, 2013: DALLAS, TX

OCTOBER 9-11, 2013: SAN DIEGO, CA

COHORT 3: SESSION 2

(PLEASE CHOOSE ONE)

MARCH 2014: DALLAS, TX

MARCH 2014: SACRAMENTO, CA

COHORT 3: SESSION 3

(PLEASE CHOOSE ONE)

SEPTEMBER 2014: DALLAS, TX

SEPTEMBER 2014: SAN DIEGO, CA

COHORT 3: SESSION 4

(PLEASE CHOOSE ONE)

MAY 2015: DALLAS, TX

MAY 2015: SACRAMENTO, CA

For more information please contact the  
AVID Elementary Department:  
avidelementary@avidcenter.org  
858-380-4720

## AVID Session3-Cohort 3

**San Diego, California: September 24-26, 2014**

**Attending: Michael Lopes**

**Travel:**

Flying down the evening of Tuesday, 9/23 returning the evening of Friday, 9/26.

**Food:**

Michael will need dinner Per Diem for 9/23-9/26 (possibly not on the 26<sup>th</sup> depending how early we can get him back to Portland). Breakfast and Lunch are served at the event.

**Budget:**

Title IIA: 230.2240.0342.120.350.000

**Training Site:**

AVID Center Headquarters  
9246 Lightwave Ave., Suite 200  
San Diego, CA 92123

**Recommended Hotel:**

Courtyard Marriott San Diego Central  
8651 Spectrum Center Blvd.  
San Diego, CA 92123  
Phone #: (858) 573-0700

**For Reservations\*:**

Call: (858) 573-0700

Online: [Reservation Link](#)

Group rate ends September 10, 2014

\*Don't forget to ask for the AVID Center ADL Session group rate!

**Airport:**

San Diego International Airport (website: [click here](#))  
Airport is 11 miles from the Courtyard Marriott San Diego Central

**REGISTRATION:**

I am awaiting the invitation along with registration form to be sent to Michael's email.

To Register: Complete and send the registration form by email to [avidelementary@avidcenter.org](mailto:avidelementary@avidcenter.org) or by fax to (858) 268-2265 (Attention: AVID Elementary) no later than Friday, February 21, 2014.

\*\*An automated email confirmation will be sent within 3 business days of receipt with the AVID Elementary Department.

September 24-26, 2014 (California)  
Session 3-Cohort 3, San Diego, CA

**Training Location:** AVID Center Headquarters  
9246 Lightwave Ave., Suite 200  
San Diego, CA 92123

**Start:** Wednesday, September 24, 2014 at 8:00 am  
**End:** Friday, September 26, 2014 at 12:00 pm

**Hotel:** Courtyard Marriott San Diego Central  
8651 Spectrum Center Blvd.  
San Diego, CA 92123  
Phone #: (858) 573-0700

**For Reservations\*:**  
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