

HARVEY PUBLIC SCHOOLS DISTRICT 152

CONFERENCE/CONVENTION/WORKSHOP ATTENDANCE REQUEST

Please submit one copy of any information you may have concerning this request at least TWO WEEKS BEFORE requested C/C/W date(s).

Name of Person (please print): Hattie Graton

Grade/Subject/School: Whittier

Name/Date of C/C/W: National Council of Teachers of English

Location of C/C/W: Washington D.C.

Give a tentative summary of expected expenses(s):

Registration: \$ _____

Travel: airfare + transportation 400 \$ _____

Food: \$ 300 (75 per Day 4 Days)

Lodging: \$ 618 + tax

Other: \$ _____

Estimated Total: \$ 1320⁰⁰

(covered by Gsu)

Will a substitute be required? Yes _____ No X All Day? Yes X No _____ AM _____ PM _____

LONG RANGE PLAN _____ GOAL _____ Explain what you desire to gain by attendance: _____

Hattie Graton Nov 12 Roxie 11/12/14
Applicant's Sig/Date Principal's Sig/Date Administrator's Sig/Date

NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO SUPERINTENDENT OR ADMINISTRATOR WITHIN ONE WEEK AFTER THE CONFERENCE/CONVENTION/WORKSHOP.

OFFICE USE ONLY

APPROVED _____ DATE _____ DISAPPROVED _____ DATE _____

Account Name & Number: _____

PO # _____ CHECK REQUEST: Accounts Payable _____ Payroll _____ Imprest _____

Substitute Account Name/Number: _____

Name of Substitute Called: _____

[Signature] 11/12/14
Business Manager Signature/Date Superintendent's Signature/Date

COPIES TO: _____

FORM #140 REVISED 04-96

11/12/14

Hope all is well with you.

We have a very exciting opportunity for your GAPS team members. The National Council of Teachers of English (NCTE) and their counterpart group The National Center for Literacy Education (NCLE) has been working with us on various TQP projects. They have invited us as part of a Gates grant initiative to send teams to their national conference in DC in November. One team from our TQP summer program, Express Yourself, and another one of our Closing the Achievement GAPS teams.

We would like to extend this opportunity to any 2 team members (including the principal) from either team:

1. **Bryant Elementary - GAPS1** (Creating an environment of shared ownership)
 - **Team facilitator/tech liaison: Katherine Polk**
2. **WHITTIER - GAPS2** (All members must complete the Asset Inventory immediately to be considered)
 - **Facilitator/tech liaison: Katie Graton**

Take a look at the information attached. We are still working out the logistics so consider that section a draft at this point.

Important things to remember as make your decision:

- Between Gates and TQP, **all expenses would be paid.**
- Your selected team of 2 will be required to share a hotel room.
- **We have a very short window for registration and would need your 2 names ASAP.** Send those names to me so I can register them right away!!!!
- Conference dates and location is in the attached document.
- Dr. Karen Peterson is out of town this week so I will be the point person for any questions. My phone number is below.

This is, of course, a great literacy conference and also an opportunity to highlight some of the great work of your teachers.

We really hope you will send a team of 2!

Thanks,
Vickie

Vickie V. Person, Ed.D.

Assistant Professor, College of Education
Coordinator, Alternative Certification Program

President-Elect, National Association of Alternative Certification 2013-2015

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