

Dear Apple and ConnectED Principal,

This message will provide guidance as you identify your team for the 2018 Apple and ConnectED Leadership and Learning Academy, to be held November 8-11, 2018 in Phoenix, Arizona. As a reminder, we are inviting a team of up to five delegates from your school/district including the principal, up to three teacher leaders or coaches, and one IT support personnel (districts with multiple ConnectED sites should work with their ConnectED Project Team to determine the optimal number of IT support personnel to attend).

Selection of Team Members: ACTION REQUIRED

1. Consider candidates for a leadership team to learn and support on-going innovation in your school (see candidate considerations below).
2. Finalize participants from your school community with your Apple and ConnectED team members and respond to this e-mail with **names, title/role, e-mail addresses, and personal cell phone numbers** (used for travel purposes) for each team member by **Friday, September 7th**.
3. Ensure you and your team are getting e-mails from ConnectEDApple@apple.com, travel@apple.com, and leadandlearn@apple.com — these may end up in Junk/SPAM so please add to contacts or check with district filtering. You will then receive an e-mail invitation to formally register for the event and book travel. Travel arrangements must be completed by **Friday, October 5th**.

Candidate Considerations

We recommend that you consider the following characteristics for a leadership team:

- Membership from across a range of grade levels and/or subject areas who are active teacher leaders. These may be teachers or coaches. These may also be educators or learning leaders who have previously attended Apple learning events.
- Members who are already confident users of the iPad and Mac and are eager to learn more about deeper learning, use of apps, content, learning workflows, and more. The academy will not cover basic fundamental skills generally acquired during initial trainings. All participants should be certified in iPad and Mac through the [Apple Teacher](#) program. Team members who earned badges during the launch of the Apple Teacher program should return to [Apple Teacher Learning Center](#) and ensure they're well-versed in updates, new announcements, and apps. Team members are encouraged to earn coding badges.
- Members who are able to complete pre-/post-work (survey, planning, badges, evaluation, sharing, etc.) and are able to attend the full event in Phoenix, AZ. Full event participation required.
- Members who are committed to networking and connecting with other schools and educators and are interested in leading on-going innovation at their home schools and beyond.
- Members who will take learning back and share with their colleagues through professional learning experiences.
- IT representatives should be those who are responsible for, or those who may need to learn more about iOS deployment and management, day-to-day troubleshooting, and support.
- NOTE: ConnectED Apple Distinguished Educators are NOT included in your teacher leader attendee count.

Participation Details

Apple will provide travel, lodging and meals for selected participants based on the following agenda:

- Thursday, November 8th

- Morning to late-afternoon arrivals at Phoenix Sky Harbor International Airport
- Registration and welcome reception/dinner
- Friday, November 9th
 - All-day Academy sessions (all meals included onsite)
- Saturday, November 10th
 - All-day Academy sessions (all meals included onsite)
- Sunday, November 11th
 - Final Academy sessions (breakfast and lunch)
 - Afternoon departures from Phoenix Sky Harbor International Airport

Please respond to this e-mail with any questions and a member of our team will respond within two business days.

Sincerely,
 The Apple and ConnectED Team
ConnectEDApple@apple.com

Agenda

Thursday, November 8th

1:00p-8:00p	Registration and Learning Lounge
6:00p-9:30p	Welcome Reception, Dinner

Friday, November 9th

6:30a-8:00a	Breakfast
8:00a-12:00p	General Session
12:00p-1:30p	Lunch
1:30p-6:00p	General Sessions
6:00p-9:00p	Dinner

Saturday, November 10th

6:30a-8:00a	Breakfast
8:00a-12:00p	General Sessions
12:00p-1:30p	Lunch
1:30p-6:00p	General Sessions
6:00p-10:00p	Dinner and Reception

Sunday, November 11th

6:30a-8:00a	Breakfast
8:00a-12:00p	Closing Sessions
12:00p	Box lunch and departures

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Sample Leave Request
Building BMS

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/7-11/12</u>	<u>28</u>	<u>SR</u>

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee **Not Approved**

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

- | | | |
|--|------------------------------------|-------------------------------|
| AN Annual | PL Personal Leave | ALWO Approved Leave W/O Pay |
| SL Sick Leave | JD Jury Duty (attach verification) | ULWO Unapproved Leave w/o Pay |
| *EX/SR Extra-Curricular/School Related | NG National Guard | SWP Suspended w/Pay |
| | FN Funeral _____ | SWOP Suspended w/o Pay |

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop 2018 Apple/Connect Ed Leadership and Learning Academy **(Attach Brochure/Agenda)**

Location Phoenix, AZ.

Departure Date 11/07/18

Return Date 11/12/18

Departure Time 4:00pm

Return Time 7:00 pm

- Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 @ .545 ÷ 2 = \$ 69.22

Per Diem \$15 IS +1 day OSS @ \$90 = \$ 105.00

Registration PO# _____ = \$ 0.00

Hotel PO# _____ = \$ 130.00

Flight PO# _____ = \$ 0.00

Luggage PO# _____ = \$ 0.00

Sub Total \$ 304.22

Budget designated building budgets

Check Total \$174.22

Apple Connect will reimburse all but mileage to and from airport, lodging prior to departure and meals on travel days.

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____