



ADMINISTRATION OFFICE

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Special Education

October 7, 2025

TO: Dr. Monica Kelsey-Brown
FROM: Tiffany Loken
RE: MSAN Student Conference - Virginia

Please accept this request for the following staff to take a group of Multicultural Student Achievement Network (MSAN) students to the National MSAN Student Conference in Washington DC from November 12 - 15, 2025.:

- Ms. Marion Moffett, School Psychologist
- Ms. Paige van Hammond, School Psychologist

The purpose of this trip is to allow our High School MSAN organization to connect with MSAN groups from across the country at their National Conference.

Students will be taking a bus to Washington DC, along with several other area school districts. Students will stay at the DoubleTree by Hilton in Washington DC during the conference. Students will also visit Alexandria Public Schools as part of the conference.

The expenses for travel will be covered by grant funds, so there is no impact on district funds.

I fully support this request from Ms. Moffett and Ms. Van Hammond, and respectfully request your approval as well.