

**Ector County Independent School District
Odessa, Texas**

Memorandum

TO: Board of Trustees

FROM: Hector Mendez, Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF ADVANCED TECHNICAL CENTER
ADVISOR AND TWO STUDENTS TO TRAVEL TO WASHINGTON, D.C.**

DATE: August 10, 2011

Attached is a request for two (2) students and one (1) advisor to travel to Washington, D.C. September 17 – 21, 2011.

It is recommended that the request for approval of Advanced Technical Center advisor and two students to travel to Washington, D.C. be approved as presented.

Respectfully submitted,

Hector Mendez
Superintendent of Schools

H.T Sánchez, Ed.D.
Chief of Staff