

January 16, 2026

Dr. Coakley  
Superintendent  
Multnomah Education Service District

Dear Dr. Coakley,

I am writing on behalf of the Title I-C Program to request permission to send a cohort of our high school students to the Close Up Washington, D.C. Program taking place June 14–19, 2026.

#### Program Overview

The Title I-C Program is proposing to send eight students and two chaperones to participate in Close Up, a national non-profit based in Washington, D.C. The program provides students with immersive learning experiences designed to deepen their understanding of U.S. government, civic engagement, and public policy. Close Up manages all logistics for the trip, including flights, lodging, meals, transportation, and daily programming.

#### Participating Districts & Student Selection

Students may represent: Reynolds, Gresham-Barlow, Parkrose, David Douglas, Centennial, Portland, and Corbett.

Student selection criteria: currently being reviewed with the Title I-C Parent Advisory Committee may include:

- Enrollment in 11th or 12th grade
- Priority for Service (PFS)
- End-of-eligibility in the migrant program
- Good academic standing and on-track for graduation

Students may also be asked to submit a brief personal statement describing their goals for attending Close Up and how the experience may impact their future and community engagement.

#### Chaperones

Chaperones will include Title I-C staff and, as available, certified educators or administrators from participating districts, or a parent/guardian of a selected student. All chaperones will undergo a required background check through MESD or their district.

### Program Costs

All costs will be covered by the Title I-C Program.

- Student Costs: \$22,256 (after Close-Up credit and discount)
- Chaperone Costs: \$3,445.20
- Meals, transportation, supplies, and preparation materials: \$1,955
- Close Up shirts: \$250

Total Program Cost: \$27,656.20

### District Coordination Requirements

Each district has its own approval process for student participation. Some require superintendent or board approval (e.g., Reynolds, Parkrose, GBSD, DDSD). Following MESD approval, the Title I-C Program will communicate with districts to complete their required procedures.

### Timeline

Close Up requires confirmation and payment for student slots no later than April 21, 2026 to secure lodging and finalize travel. We hope to begin student outreach, chaperone confirmation, and pre-trip planning once approval is granted.

### Request

At this time, we request:

1. Your authorization for the Title I-C Program to proceed with planning and participation in Close Up 2026, and
2. Guidance and approval to bring this request before the MESD Board for formal approval.

We greatly appreciate your consideration in supporting this learning opportunity for our migrant students.

Best regards,

  
Dra. Nelly Patiño-Cabrera

Title I-C Program Administrator  
Multnomah Education Service District