



NATIONAL ESEA CONFERENCE
 FEBRUARY 4-7, 2020 | ATLANTA, GA

Dear

I am writing to request approval to attend the 2020 National ESEA Conference to be held in Atlanta, Georgia on February 4 – 7, 2020 at the Georgia World Congress Center.

The National ESEA Conference is four days of learning and skill building focused on supporting disadvantaged children. The Conference welcomes thousands of K-12 educators from across the country each year. This year’s theme, “Together for Equity,” creates a singular focus for all attendees on the unique needs of disadvantaged children and our ability to centralize support across all ESEA Programs. Formerly called the National Title I Conference, the event remains committed to sharing resources pertinent to Title I, as well as a host of other federally funded education programs addressing the needs of disadvantaged students. Participants include state agency officials, school district administrators, school building leaders, and teachers – all gaining new knowledge, instructional strategies, and skills needed to transform student learning while changing the future for our students.

As an attendee, I will participate in presentations from today's most inspiring leaders in education. I will receive important updates from the U.S. Department of Education about federal education funding issues and meet professionals who have taken significant steps to help students succeed.

Conference sessions are a combination of large group presentations with nationally recognized speakers, and smaller interactive workshops where I would have the chance to work directly with education experts. The new information that I will be able to share with the rest of our team will be extremely valuable. All of the Conference sessions are digitally recorded and one of the registration options includes a six-month subscription to the streaming service. We can extend the learning to our entire group (and amortize the cost of attendance) by incorporating Conference session videos into our professional development activities.

By registering now, I could take advantage of the Early Bird Registration offer: \$599 for the four day Conference (or \$658 with video access). The regular price of \$658 (\$718 with video access) takes effect on January 1. Special hotel rates have been negotiated for Conference attendees that include all taxes and fees, saving us even more.

The complete cost of my attendance is listed below:

Registration: _____
 Transportation: (airfare, train, bus, etc.) _____
 Hotel fees: _____
 Meals (not included with registration) _____
 Other: _____

Total Cost _____

Thank you in advance for your consideration. I believe that attending the National ESEA Conference will build my knowledge base to help students and team members. I look forward to hearing from you on this request as soon as possible.

Sincerely,