



Lowell Public Schools
155 Merrimack Street, 4th floor
Lowell, Massachusetts 01852



Megan O'Loughlin, Principal
Tel: (978) 970-3318

January 2nd, 2018

Dr. Salah Khelifaoui, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Dear Salah Khelifaoui,

As Principal of the Career Academy, I am requesting permission for Full Service Community School Program Manager Lauren Campion to attend the Students at the Center Challenge convening. The conference will take place January 31st through February 2nd, 2018 in Houston, TX and is presented by the Coalition for Community Schools, Communities In Schools and StriveTogether, with support from the Chan Zuckerberg Initiative and Ford Foundation.

The purpose of the conference is to provide support for sustaining and advancing community school and student-centered learning practices in Lowell Public Schools. In particular, attendees will receive assistance in developing their proposals for a planning grant of up to \$150,000 to further the community school model in their district through alignment and expansion of student-serving partner efforts.

The total cost of attending the meeting will not exceed **\$519** for airfare (\$244), per diem meal rate (\$50/day for three days), and ground transportation (\$125). Hotel accommodations are provided. The total cost will be covered by the Full Service Community School grant (1674) as an approved expense. Ms. Campion understands the approved reimbursement is for no more than the amount for which she is requesting approval. No substitutes will be needed.

Thank you in advance for your consideration of my request,

A handwritten signature in black ink, appearing to read "Megan O'Loughlin".

Megan O'Loughlin
Principal
The Career Academy
125 Smith Street
Lowell, MA 01851