



**Lowell Public Schools**  
155 Merrimack Street, 4<sup>th</sup> floor  
Lowell, Massachusetts 01852



*Lauren Campion Tel: (978) 674-2066  
Program Manager, Full Service Community Schools*

September 11<sup>th</sup>, 2018

Dr. Jeanine Durkin, Acting Superintendent  
Lowell Public Schools  
155 Merrimack Street  
Lowell, MA 01852

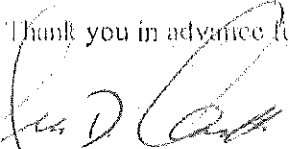
Dear Acting Superintendent Durkin,

As the Principal of the Reilly School, I am requesting permission for Dorothy Louise (Reilly/ Engagement Center) to attend the annual Promise Neighborhoods/ Full Service Community Schools Director's Meeting. The conference will take place Wednesday October 24<sup>th</sup> through Thursday October 25<sup>th</sup> in Arlington, VA.

The purpose of the conference is to provide Full Service Community School and Promise Neighborhood grantees support for sustaining and advancing their community school work. It will feature presentations from advocacy groups and fellow grantees regarding programmatic best practices, data management, and sustainability.

I request that Dorothy Louise joins Community School Program Manager Lauren Campion in attendance at this conference at the discretion of the Career Academy Principal. The total cost of two staff members attending the conference will not exceed a total of \$1960. This includes round trip airfare (\$510), two nights hotel reservations (\$1100), per diem meals (\$200), and ground transportation (\$150). The total cost will be covered by the Full Service Community School grant (16740005) as an approved expense. I understand the approved reimbursement is for no more than the amount for which I am requesting approval. No substitutes will be needed.

Thank you in advance for your consideration of my request,

  
Sean Carabatsos, Principal  
The Reilly School  
115 Douglas Road  
Lowell MA 01852