



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



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

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 Career Academy Full Service Community School, I am requesting permission for Lauren Campion (Career Academy) 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 Lauren Campion joins Engagement Center/ Reilly School Social Worker Dorothy Louise in attendance at this conference at the discretion of the Reilly School 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,

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