



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administrative Building
155 Merrimack Street
Lowell, Massachusetts 01852

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Jeannine Durkin
Superintendent of Schools
155 Merrimack Street
Lowell, MA 01852

Dear Superintendent Durkin,

Please accept this request for an overnight out of state conference to attend the 21st Century Community Learning Centers Summer Institute July 16-18, 2019 in Washington DC.

As a requirement of the district's 21st Century grant funding, the LPS is required to send the program coordinator to this conference and the MA DESE has required grantees to include the conference cost in their proposed budgets. Attending the institute will afford LPS the opportunity to better support the 21st CCLC programs currently operating in twelve of our schools and if the current grant proposal submitted is funded, we will have 14 schools with the funding in September.

In order to participate, I will be out of the district for two and a half days and no substitute will be required in my absence. Costs associated with the conference include travel, food and lodging. The total will not exceed \$1,200.00 and will be paid through the 21st Century grant.

Sincerely,

Carolyn Rocheleau
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