



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



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

October 10th, 2019

Dr. Joel Boyd
Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Dear Superintendent Boyd,

As the Principal of the Career Academy Full Service Community School, I am requesting permission for Lauren Campion and Dorothy Louise of the Career Academy/ Engagement Center to attend the annual Promise Neighborhoods/ Full Service Community Schools Director's Meeting. The conference will take place Wednesday November 13th to Friday November 15th 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.

The total cost of attending the meeting will not exceed \$2336.94 for airfare (\$418.18), hotel (\$1510.76) per diem meal rate (\$50/day/person = \$300), and ground transportation (\$108). The total cost will be covered by the Full Service Community School grant (1674) 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,

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