

TO: Liam Skinner, Superintendent
FROM: Alice Brown-LeGrand, Assistant Superintendent of Student Support Services
DATE: January 8, 2025
RE: Student Support Convening Travel Request February 25-26 2025

Dear Superintendent Skinner,

I am writing to request permission for Lauren Campion to present at the Student Support Convening in Indianapolis, IN. She will be out of the district on February 25, 2025 and February 26, 2025. As described in the enclosed letter, Dr. Campion would join a representative from Open Architects to present on Lowell Public Schools' use of early warning and student support data systems, which were developed in partnership with LPS school teams and the offices of Attendance, Data and Accountability, and Mental Health.

The purpose of the presentation is to share tools that help schools assess risk of dropping out based on ABC data (attendance, behavior, and course performance) and visualize their school-based connections toward our goal of helping every student succeed. No student or embargoed school level data will be shared in the presentation.

Event organizers will cover attendees' airfare and lodging. **There is no financial cost to the district associated with this travel request.** Thank you in advance for your consideration.

Sincerely,



Alice Brown-LeGrand

Assistant Superintendent of Student Support Services

TO: Alice Brown-LeGrand, Assistant Superintendent of Student Support Services
FROM: Lauren Campion, Director of Student Resources
DATE: January 6, 2025
RE: Student Support Convening Travel Request February 25-26 2025

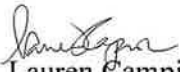
Dear Assistant Superintendent Brown-LeGrand,

I am writing to request permission to accept an invitation to present at the Student Support Convening in Indianapolis, IN on February 25-26, sponsored by the Everyone Graduates Center at Johns Hopkins University and the GRAD Partnership. This is a national conversation on how to create and sustain student support systems that meet the needs of today's students. If approved, I will join a representative from Open Architects to present on our Student Support Services and Student Overview dashboards that have been developed in partnership with LPS school teams and the offices of Attendance, Data and Accountability, and Mental Health.

The purpose of the presentation is to share with other districts insights from our work creating an early warning system that identifies risk and tracks interventions such as social work, attendance intervention, and community school wraparound services. This work has been recognized at the state and now national level; we have developed tools that help schools assess risk of not graduating based on ABC data (attendance, behavior, and course performance) and visualize their school-based connections in order to provide equitable support toward our goal of helping every student succeed. We will use demo dashboards for the presentation and no student or embargoed school level data will be shared.

Event organizers will cover attendees' airfare and lodging. **There is no financial cost to the district associated with this travel request.** Thank you in advance for your consideration.

Sincerely,



Lauren Campion, Ed.D

Director of Student Resource Center

National Student Support Systems Convening

Embassy Suites by Hilton Indianapolis Downtown

Noon February 25 - Noon February 26, 2025

Event organizers will cover the costs of participants' travel and lodging

When students feel connected to their schools, they're more likely to engage and succeed, yet new CDC data show that students now report feeling less connected to their schools. As schools and districts work to address historic levels of chronic absenteeism, behavior challenges, student mental health needs, and widening instructional gaps, the **upcoming National Student Support Convening will bring together district student support personnel and other key stakeholders to pool knowledge and deepen understanding of key strategies for aligning support systems to promote student success.**

During the convening, you will have the opportunity to develop and collaborate with a network of peers, enhance your knowledge of how to adapt student support systems to local contexts, and contribute to the ongoing dialogue on scaling student success systems nationally. See our [preliminary agenda](#) here.

We welcome up to two student support personnel per district. Space is limited, so we encourage you to register now. If you are unable to join us, please let us know.

Thank you for all you do to support students, and we look forward to seeing you in Indianapolis.

Robert Balfanz, Director, Everyone Graduates Center

Patricia Balana, Managing Director, the GRAD Partnership

REQUEST FOR PROFESSIONAL DAY(s) TO ATTEND A WORKSHOP/CONFERENCE/FIELD
TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Lauren Campion		
School: Central - Student Support Services	Grade Level: N/A	Subject: Early Warning/MTSS/Student Support
Workshop Title: Student Support Convening		
Organization/Department Presenting Workshop: Everyone Graduates Center at Johns Hopkins University and the GRAD Partnership		
Cost: 0	Date(s) of Workshop: from: 2/25/2025 to: 2/26/2025	
Substitute Coverage Needed? No If Para is to serve as the coverage, indicate Para's name here:		
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Lauren Campion	Date: 1/6/2025
Signature of Approval by Principal: Alice Brown-Leland	Date: 1/7/2025

****Please provide source of funding, account number and/or grant name, and number for workshop and substitute****

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: Alice Brown-Leland	Date: 1/7/25
Sub Reserved:	Date:
Request Denied by:	Date:

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

PROCEDURE
PROFESSIONAL DAY FORM
(AVAILABLE PROFESSIONAL DAY SUBS PER DAY: 25 MAX)

ALLOW 4 WEEKS FOR PROCESSING
(6 weeks if school committee approval is needed)

"CHANGES WILL NOT BE Accepted 2 WEEKS PRIOR TO REQUESTS- ONLY CANCELLATIONS WILL BE ACCEPTED"

Procedures for completing the Lilac Professional Development Form are as follows:

- Fill in all personal and workshop information
- Grade Level and Subject Area are required
- Insert/circle Para or substitute coverage, if needed
- Check box for conference location (In State, Out of State, Overnight)
- BOTH **Out of State** and **Overnight** conferences must have a letter to the Superintendent attached.
- To avoid denials, check on availability of dates prior to submitting.
- Obtain all signatures
- Funding source (payroll purposes) for sub coverage. If a grant, the grant's full name and account number is necessary for this process to be complete.
- Attached copy/description of workshop invitation, brochure, flyer, activity planned, etc.
- If requesting a substitute, Lilac Form must be sent to Jen Barros

FORMS WITH MISSING OR INCOMPLETE INFORMATION WILL BE RETURNED AND WILL NOT BE PROCESSED.

Participant responsibility:

- Participants must register themselves indicating a P.O. will follow.
- Ensure that all information needed for P.O. is attached. (Original P.O. to be sent directly to Business Office)
- Letter for an Out of State or Overnight is attached
- Processing time of **4 weeks for normal process and 6 weeks for Out of State or Overnight**
- All workshop requests are sent to the Curriculum Office for processing
- Notify the Curriculum Office, funding source, and organization running the event, if there is a change in your participation

Central Staff Development responsibility:

- Check to insure all information is included
- Forward form for funding approval to appropriate funding administrator
- Inform participants of denials only

Contact Jen Barros in the Curriculum Office @ 978-674-2117 if you have any concerns or questions.