



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Office
155 Merrimack Street
Lowell, MA 01852

Jeannine M. Durkin
Deputy Superintendent

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Dr. Salah Khelfaoui
Superintendent of Schools
155 Merrimack Street
Lowell, MA 01852

Dear Superintendent Khelfaoui,

Please accept this request for an overnight out of state conference for Elizabeth McKiernan, Director of the Abisi Adult Education Center to attend the annual GED Testing Service Conference which will be held in San Diego, CA, from July 24-27, 2018. As an official GED Test Center and GED preparation program, the Abisi Center will benefit from Ms. McKiernan's attendance at the Conference. The MA DESE/Adult and Community Learning Services Department allows Directors and other personnel to travel to such conferences with the cost supported by the grants. The costs associated with the conference: registration, travel, food and lodging will not exceed \$1800.00 and will be paid for through the GED State Grant. No substitute is required for the four (4) days Ms. McKiernan is out of the district.

Sincerely,

Jeannine M. Durkin