



SEA/LEA PRE-APPROVAL REQUEST FOR PROFESSIONAL DEVELOPMENT EVENTS

If you are planning to attend the FACTS Elevate conference and plan to use federal funding to cover the cost, please complete this form and submit to your SEA or LEA for pre-approval. Submit the completed, signed form via email to factselevate@factsmgt.com before completing your online conference registration at factselevate.com.

Make sure to save a copy of the completed form for your records.

NOTE - You may be required to complete a separate form for reimbursement of conference and/or travel expenses, if allowable by the SEA or LEA.

Participant First Name:		Participant Last Name:	
Participant Email Address:			
Arch/Diocese:			
School Name:			
School Address:		School City, State, Zip:	
Administrator Name:		School Phone:	

Conference/Workshop Title:	Elevate 2027 Conference		
Conference Date(s):	Jun 22-24, 2027	Location (City & State):	Chicago, Illinois

Describe the content/learning objectives for this event:

Spend time with thought leaders in K-12 education, and dive into precon training bootcamps designed to hone skills on topics such as communication, reporting, and more. Elevate the capabilities of your school and attend K-12 sessions crafted to give your school and team the advantage needed to offer students the best education possible.

SEA/State or LEA/District Name:			
SEA/LEA Contact First Name:		Contact Last Name:	
SEA/LEA Contact Email Address:			
SEA/LEA Address:		City, State, Zip:	

Funding Source	\$	
Funding Source	\$	
Funding Source	\$	
TOTAL =	\$	0.00

	EXAMPLE #1	EXAMPLE #2
Title II/IV Funds	\$ 1000	\$ 1800
EANS Funds	\$ 500	\$ 200
CARES Funds	\$ 500	\$
TOTAL =	\$ 2000	\$ 2000

The SEA or LEA agrees to cover **0.00%** of the total cost of registration and travel expenses using the selected funding source.

The following expenses are allowable:

☐ Lodging	☐ Meals
☐ Mileage	☐ Taxi/Ride Share
	☐ Airfare

SEA or LEA Representative Signature:		Signature Date:	
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