

Dear _____,

The FACTS Elevate 2023 Conference will take place July 24-27, 2023 at the Walt Disney World Swan and Dolphin in Lake Buena Vista, FL. For more than a decade, the FACTS Elevate conference has been dedicated to elevating the education experience for private K-12 schools and teachers, administrators, and other faculty and staff. Previous in-person events have featured almost 1,400 attendees and over 100 learning sessions.

Professional development is key for my growth as an educator and a professional. Networking with fellow educators, learning from subject matter experts, and continuing to hone best practices in my field helps me provide a better experience in the classroom and at school, but also makes a positive impact in my own career trajectory. During this conference, I will not only have the opportunity to sharpen my skills as an educator, but will be able to interface with partners, vendors, and other exhibitors who could serve as key points of contact in improving the technology, resources, or infrastructure at my school.

In order to attend this conference, I am seeking to use Title II-A funds to pay the registration fee(s) and other travel-related expenses (noted below).

Some of the key professional development sessions I hope to attend include:

- _____
- _____
- _____

Topic areas at the Elevate '23 conference include academics, enrollment management, classroom management, communications and marketing, database management, finance, and reporting.

The FACTS Elevate website has a preliminary list of confirmed sessions. Learner outcomes for sessions are available by contacting factselevate@factsmgt.com.

Early registration fees for FACTS Elevate '23 are \$499 and increase on February 1, 2023. The estimated costs are below.

Thank you for your assistance.

- Registration _____
- Airfare _____
- Transportation _____
- Hotel _____
- Meals _____
- Total estimated cost _____