



# 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](mailto:factselevate@factsmgt.com) before completing your online conference registration at [factselevate.com](http://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: \_\_\_\_\_

Conference Date(s): \_\_\_\_\_ Location (City & State): \_\_\_\_\_

Describe the content/learning objectives for this event:

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 = \$ \_\_\_\_\_

	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 \_\_\_\_\_ of the total cost of registration and travel expenses using the selected funding source.

The following expenses are allowable:

- |         |                 |         |
|---------|-----------------|---------|
| Mileage | Lodging         | Meals   |
|         | Taxi/Ride Share | Airfare |

SEA or LEA Representative Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_