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: _____

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: _____

		EXAMPLE #1	EXAMPLE #2
Funding Source _____ $ _____	Title II/IV Funds	$ 1000	$ 1800
Funding Source _____ $ _____	EANS Funds	$ 500	$ 200
Funding Source _____ $ _____	CARES Funds	$ 500	$
TOTAL = $ _____	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: Lodging   Meals
Mileage   Taxi/Ride Share   Airfare

SEA or LEA
Representative Signature: _____   Signature Date: _____