



Inclusion in Action 2019 / Justification Letter

Dear _____

The Inclusion in Action 2019 Conference will take place February 18 – 20, 2019 at the Courtyard Kansas City at Briarcliff in Kansas City, MO.

Professional development and networking with fellow teachers, school leaders and para-educators is imperative as I continue to grow as an educator. Attendance and participation in this conference will help me develop new skills and learn best practices related to inclusive education. I expect to be able to meet the learning needs of a broader range of students. I also will have the opportunity to build relationships with inclusive education experts and learn about resources that will improve students’ success.

I am seeking use of Title II-A for my registration fees and other travel-related expenses. As you are aware, Title II-A may be used to pay for the “secular, non-ideological” sessions that the participant attends. Funds may be used for registration as well as travel, lodging and other daily expenses.

While there are over 22 professional development sessions to choose from, I want to attend

because _____

The Inclusion in Action 2019 Conference preliminary program lists all of the confirmed sessions as of November 21, 2018. (firefoundation.org/inclusioninactionconference)

I have detailed the cost breakdown below and estimate the cost of my attendance at _____. I appreciate your support.

Here is the breakdown of my Inclusion in Action 2019 Conference attendance expenses.

Airfare: _____

Transportation: _____

Hotel: _____

Meals: _____

Conference Fee: _____

Total estimated Inclusion in Action 2019 Conference cost: _____

Thank you,

