**<SCHOOL DISTRICT LETTERHEAD>**

Date

Name

Executive County Superintendent

\_\_\_\_\_\_ County Office of Education **<Visit** [**www.nj.gov/education/counties/**](http://www.nj.gov/education/counties/) **for ECS name and address>**

Address

City, State ZIP

RE: Request for ECS approval of out-of-state travel

National School Boards Association Annual Conference

Philadelphia, PA, March 30-April 1, 2019

Dear Dr./Mr./Ms. **<Insert last name of executive county superintendent>:**

On behalf of the­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District, I request your approval, pursuant to *N.J.A.C.* 6A:23A-5.9, for the below named board members/staff members to attend the National School Boards Association’s (NSBA’s) annual conference in Philadelphia, March 30-April 1, 2019. The NSBA represents approximately 13,800 school boards nationwide. As the national voice for boards of education, NSBA advocates for equity and excellence in public education through effective school board leadership.

**Name Position in District**

**<List board members and staff who plan to attend conference>**

The cost of registration for each attendee is $935-$985, depending on the date of registration.

Programming will address building better board-superintendent partnerships; preparing for crises; improving student achievement; turning high-poverty schools into high-performing schools, and other subjects critical to the instructional needs and efficient operation of our school district. The sessions are taught by experts in their respective subject-matter areas.

More information about the conference can be accessed on NSBA’s website at the following links:

* [www.nsba.org/conference/education/introduction](http://www.nsba.org/conference/education/introduction)
* [www.nsba.org/conference/education/master-class](http://www.nsba.org/conference/education/master-class)
* [www.nsba.org/conference/education/learning-visit](http://www.nsba.org/conference/education/learning-visit)

Should you need additional information, please do not hesitate to contact me at **<Insert telephone number and/or email address>**.

Sincerely,

School Business Administrator/Board Secretary