

NCEA 2019 Justification Letter

Dear _____

The NCEA 2019 Convention & Expo will take place April 23 – 25, 2019 McCormick Place West in Chicago, IL. This is the largest private-education gathering in the world, held in partnership with the Archdiocese of Chicago.



Professional development and networking with fellow teacher-educators is imperative as I continue to grow as an educator. Attending this conference will not only help me build in those areas, I will also be able to meet directly with vendors and suppliers in the exhibit hall to identify new products and services that could help improve my profession and our school's resources.

I am seeking use of Title II-A for my registration fees and other travel-related expenses. As you are aware, Title II-A funds 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 300 professional development sessions to choose from, I hope to attend _____

because _____.

Other topic areas include classroom management, co-curricular programs, curriculum and technology. The [NCEA 2019 preliminary program](#) lists all of the confirmed sessions as of September 18.

Registration Fees for NCEA 2019 increase on January 1, 2019. 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 NCEA 2019 attendance expenses:

Airfare: _____

Transportation: _____

Hotel: _____

Meals: _____

Convention Fee: _____

Total estimated NCEA 2019 cost: _____

Thank you,