



**AEA Professional Development Conference  
November 2-3, 2017**

Worksite Location: DoubleTree Hotel Little Rock, AR

Complete and Submit to your building administrator.

Reminder: Act 1151 of 1993 requires that school employees notify their building administrator at least **30 calendar** days before attending the AEA Convention.

---

**Notice of Intent**

Yes, I will be attending AEA Professional Development Conference

To: \_\_\_\_\_  
Building Administrator

From: \_\_\_\_\_

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

Pursuant to Arkansas Department of Education guidelines regarding attendance to AEA Convention (Professional Development Conference), you are hereby notified that I plan to attend the AEA Convention workshops on the date (s) and time (s) checked below:

\_\_\_\_\_ Thursday, November 2 – A.M.

\_\_\_\_\_ Thursday, November 2 – P.M.

\_\_\_\_\_ Friday, November 3 --- A.M.

\_\_\_\_\_ Friday, November 3 – P.M.