



**aea** ARKANSAS EDUCATION  
ASSOCIATION

**AEA Professional Development Conference  
November 3-4, 2022**

*Complete and Submit to your building administrator.*

Reminder: Act 1151 of 1193 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 Professional Development Conference, you are hereby notified that I plan to attend the AEA PD workshops on the date (s) and time (s) checked below:

- \_\_\_\_\_ Thursday, November 3- AM
- \_\_\_\_\_ Thursday, November 3- PM
- \_\_\_\_\_ Friday, November 4 – AM
- \_\_\_\_\_ Friday, November 4 -PM