**AEA Professional Development Conference**

**November 2-3, 2023**

*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 2- AM

\_\_\_\_\_\_\_\_\_ Thursday, November 2- PM

\_\_\_\_\_\_\_\_\_ Friday, November 3 – AM

\_\_\_\_\_\_\_\_\_ Friday, November 3 -PM