Kansas CTE Professional

 Development Conference

***INVOICE***

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Description Amount**

***Registration for Delta Conference, June 11-15, 2019 at***

***NCK Tech in Beloit Ks.***

The fee includes conference expenses, room and board. This fee will be reimbursed upon completion of the conference as a travel voucher.

**TOTAL AMOUNT DUE**

**$150.00**

**$150.00**

**Make checks payable to: Smoky Hill ESC/Delta Conference**

605 East Crawford
Salina, KS 67401
Phone:  785-825-9185   Fax:  785-825-9195
Smoky Hill Tax ID #48-1189820

 Please postmark by **May 17, 2019**

 **Please be sure to include:** 1) Payment, 2) Copy of Invoice, and 3) Letter of Recommendation

Kansas CTE Professional Development Conference

Dear school administrator,

Congratulations! Your teacher has committed themself to a week of intensive professional development unlike any other. By their participation in the 2019 Delta Conference, your teacher will spend five days studying, practicing, and receiving feedback on classroom facilitation strategies designed to keep students engaged, integrate career-readiness skills and will develop your teacher as a leader in your school and community.

The Delta conference will take place this summer, June 11-15, 2019 in Beloit Ks at NCK Tech.

Meals and lodging are included in the $150 conference registration fee. This fee will be reimbursed to the individual or school district as a travel reimbursement upon full completion of the conference.

As part of the requirement for your teacher to apply, we ask that you write a **letter of recommendation** for them that emphasizes their ability to receive feedback and growthrough professional development.Your teacher will register him/herself online, but your letter should accompany the payment and invoice to be sent to Smoky Hill ESC, which serves as the fiduciary for the event. We ask that your letter and the conference registration payment are postmarked by May 17, 2019 to:

 Smoky Hill ESC

 c/o Joe Ryan, CTE Coordinator

 605 E Crawford

 Salina, Ks 67401

 On behalf of the Kansas Department of Education thank you for your support of your teacher and

 your students.

Sincerely,

Kurt Dillon, KSDE

Joe Ryan, Smoky Hill ESC