

**Notice of Intent to Attend
the
ArkMEA Fall Professional Development Conference**

Hot Springs Convention Center
Thursday and Friday, November 3 & 4, 2011

To: _____, Building Administrator

From: _____, Date: _____

Pursuant to Arkansas Department of Education Rules governing attendance at professional development provided by ADE-approved professional development providers, you are hereby notified that I plan to attend the Arkansas Music Educators Association Fall Professional Development Conference on the date(s) and time(s) checked below:

_____ Thursday, November 3 - a.m.

_____ Thursday, November 3 - p.m.

_____ Friday, November 4 - a.m.

_____ Friday, November 4 - p.m.

(Signature)

Complete and submit to your building administrator no later than Monday, October 3, 2011.

ADE rules require that all school employees notify their administrators 30 calendar days in advance of the instructional staff development sessions they plan to attend.