



PSUG-NJ 2017 Justification Letter

The PSUG-NJ 2017 Conference will take place March 6-8, 2017 at the Sheraton Convention Center Hotel in Atlantic City. This is one of the PSUG venues that are offered on the East Coast for Public, Charter, and Catholic education association.

This is a worthwhile event for the personnel and their districts. Each user will walk away from this 3-day event with useful skills and information. They will be able to spend time in class and during meal times to share knowledge, gain insight and learn best practices from those at other LEA's that have similar issues. Also while attending I will be able to meet and network with vendors to see what useful resources that may have for the district to make date more streamline.

Our content areas:

1. State Reporting - Help improve the use of NJ SMART portal for submissions, district reports and getting the data to decision makers in the districts
2. Data Quality – Improve quality at the district level through best practices and standard operating procedures which will improve data quality at the state level.
3. Technical Skills – Provide attendees with skills, tools and reports to help administrators obtain the data they need for better decision making in their district. This includes training in Excel, Scheduling, Error Analysis and Problem Resolution techniques in their data systems and NJ SMART.

Multi-Disciplinary Areas

1. Advanced data training for office staff at district/school levels which in many cases is not readily available due to cost.
2. Guidance director and secretary administration training for scheduling and data utilization.
3. CSA sessions for data utilization and privacy sensitivity.

Rigorous Work:

1. The conference is a 3 full days of classroom time. There is no down time or free time to sightsee.
2. Meals (breakfast and lunch) are provided to keep attendees on track, with a schedule of events that allows networking with other LEA's and sharing of information.
3. Attendees go to their rooms and apply what they have learned during the day to their own district systems. This allows the individual an opportunity to practice, incorporate what they have learned and commit it to memory.

I have detailed the cost breakdown below and estimate the cost of my attendance at PSUG-NJ Conference I appreciate your support.

Here is the breakdown for attendee's expense:

Airfare:

Transportation:

Hotel:

Meals:

Conference Fee:

Total estimated PSUG-NJ 2015 cost: \$_____.

Thank you,