

**HARVEY PUBLIC SCHOOLS DISTRICT 152**  
**CONFERENCE/CONVENTION/WORKSHOP ATTENDANCE REQUEST**

Please submit open copy of any information you may have concerning this request at least **TWO WEEKS BEFORE** requested C/C/W date(s).

Name of Person (please print): Michael Allen  
Grade/Subject/School: Principal - Brooks Middle School  
Name/Date of C/C/W: National Institute for Urban School Leaders  
Location of C/C/W: Cambridge, MA

Give a tentative summary of expected expenses (s):

Registration:	\$ <u>2,895</u>
Travel:	\$ <u>311 (estimated)</u>
Food:	\$ <u>TBD</u>
Lodging:	\$ <u>1,000 (estimated)</u>
Other:	\$ _____
Estimated Total	\$ <u>4,206.00</u>

Will a substitute be required?    Yes     No     All Day?

LONG RANGE PLANS \_\_\_\_\_ GOALS \_\_\_\_\_ Explain what you desire to gain by attendance.

See attachment

[Signature] 4-22-15  
Applicant's Sig/Date

[Signature] 4-22-15  
Principal's Sig/Date

[Signature]  
Administrator's Sig/Date

**NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO THE PROGRAM ADMINISTRATOR WITHIN TWO WEEKS AFTER THE CONFERENCE/CONVENTION/WORKSHOP, ALONG WITH THE APPLICABLE EXPENSE REPORT. EXPENSES WITHOUT VALID RECEIPTS WILL NOT BE HONORED.**

Approved    Date: \_\_\_\_\_   

Disapproved    Date: \_\_\_\_\_

Account Name/Number \_\_\_\_\_ P.O. # \_\_\_\_\_

CHECK REQUEST:     Accounts Payable     Payroll     Imprest

Substitute Account Name/Number: \_\_\_\_\_

Name of Substitute Called: \_\_\_\_\_

[Signature]  
Business Manager Signature/Date

[Signature]  
Superintendent's Signature/Date

COPIES TO: \_\_\_\_\_

MAY 7 15 2:03 PM

 [Printable View](#)

# HARVARD GRADUATE SCHOOL OF EDUCATION

Michael Allen Tuesday, April 21, 2015

Please print the confirmation below for your records.

## Application Confirmation

Dear Michael Allen:

Thank you for submitting your application for National Institute for Urban School Leaders.

The Admissions Committee will notify you of a decision via email within three weeks.

Detailed information regarding the program schedule and accommodation options is provided to all admitted applicants. Payment will be due within 30 days of program acceptance. The Harvard Graduate School of Education is not responsible for non-refundable travel arrangements or planning expenses incurred. **We recommend that you make lodging and travel arrangements only after you have been accepted to the program.**

Please add "event-information@certain.com" and "ppe\_xid@gse.harvard.edu" to your address book to ensure that you receive future emails from Harvard.

Contact us at 1-800-545-1849 or [principals@gse.harvard.edu](mailto:principals@gse.harvard.edu) with questions.

Best regards,

The Admissions Team

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### Non-Discrimination Policy

The Harvard Graduate School of Education affirms the right of all individuals to equal treatment in education without regard to age, race, religion, sex, sexual orientation, gender identity, marital status, handicap, national origin, or any other factors that are extraneous to effective performance. The Harvard Graduate School of Education will accommodate anyone with disabilities.

### Contact Application Assistance

Programs in Professional Education at the Harvard Graduate School of Education  
13 Appian Way, 5th Floor | Cambridge, MA 02138  
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email!  
Shameka-gregory  
@gse.  
harvard.  
edu

**Explain how participation in the program will benefit your work and describe one or more significant challenges you would like to explore during the program. (250 word limit) \***

As a current principal, I am extremely devoted to developing into a highly effective instructional leader. There are many different things that I have started to infuse into the fabric of my school, Brooks Middle School, which is located in Harvey, IL.

So far, we have piloted a new STEM program for about half of our current 7<sup>th</sup> grade student body. We have adopted new curriculum maps and scope and sequences in Math and English Language Arts. Similarly, we started a Teacher Led Monthly Professional Development Workshop for all English Language Arts teachers. In addition, we have set the foundation to pilot a modified 1 to 1 Ipad instructional model for approximately half of our incoming 7<sup>th</sup> graders.

I believe that participating in this program will enable me to continue to gradually improve the instructional services that we are providing at Brooks Middle in the following ways:

1. Expanding the foundational components implemented to support high quality instruction at Brooks.
2. Quantifying explicit ways to implement high quality differentiated professional development for all teachers.
3. Assisting with developing research based and best strategies that promote student engagement at Brooks.

Some challenges that I would like to explore include:

1. Creating a plan that prioritizes the various levels of enhancing the instruction and student engagement at Brooks.
2. Effectively fundraising to implement new initiatives at Brooks that increase student achievement.



**In what ways do you expect your particular skills, experience and perspective to contribute to group discussions? (250 word limit)**

I believe that I will be able to effectively contribute to group discussions based on the skills and expertise that I have developed in four areas including:

1. In the field experience-So far, I have served in various roles as a teacher, athletic director, dean, assistant principal and principal. These experiences serve as a guide for how I see the school improvement process.
2. Diverse perspectives- I have served in various urban and rural communities as an educator including: Kouts, IN., Valparaiso, IN., East Chicago, IN. , Chicago, IL., Waukegan, IL., and Harvey, IL. I believe that the exposure from working in various school settings with a wide range of needs could enrich discussions.
3. Continuing Education-I have been in school for my entire life, even while working. I have been fortunate enough to attend Valparaiso University (BA and M.Ed.), Chicago State University (Principal Licensure), Northwestern University's Kellogg School of Management (Summer Institute) and Loyola University-Chicago (Ed. D).
4. Dissertation Topic-Generational Differences in leadership for K-8 principals in leading teachers for Common Core. I am studying specifically the generations that are currently in the workforce including Baby Boom, Generation X and Generation Y.



# HARVARD GRADUATE SCHOOL OF EDUCATION

Michael Allen Friday, May 1, 2015

Please print the confirmation below for your records.

## Confirmation

Dear Michael Allen:

You have successfully completed the confirmation process. We look forward to welcoming you to National Institute for Urban School Leaders. Please find information below for planning your travel and accommodations, accessing the program website, and submitting payment.

We recommend adding "event-information@certain.com" and "ppe\_xid@gse.harvard.edu" to your address book to ensure you receive future emails from Harvard.

## Payment

An invoice for your program fee is provided below. Payment is due within 30 days of acceptance. If acceptance occurs less than 30 days prior to the program start date, payment is due immediately. If you paid by credit card during the confirmation process, you will receive an electronic receipt within 30 days. You can use the invoice below as a tentative receipt.

Please feel free to contact the finance team at ppefinar@gse.harvard.edu, if you have any questions regarding payment.

## Travel & Accommodations

The program will begin registration at 7:30 AM on July 6; it will end at 12:30 PM on July 11. When making your travel arrangements, please allow 2 hours prior to the start of registration and after the end of the program for travel to and from the airport, train or bus station.

Participants are responsible for securing their own travel and hotel accommodations. The following local hotels have set aside a limited number of rooms at reduced rates. These rooms are available on a first come, first served basis.

### Sheraton Commander Hotel

16 Garden Street, Cambridge, MA 02138

Reservations: 1-800-325-3535

Reference Code: HGSE-USL2015

Rate: \$249 per night/plus tax.

Rate valid until June 12, 2015

Earliest Check-in: July 6, 2015

Latest Check-out: July 12, 2015

*\*Late check-out available*

### Courtyard Marriott

777 Memorial Drive, Cambridge, MA 02139

Reservations: 888-236-2427

Reference Code: HGSE-USL

Rate: \$199 per night/plus tax.

Rate valid until June 15, 2015

Earliest Check-in: July 5, 2015

Latest Check-out: July 12, 2015

*\*Early check-in and late check-out available on these dates*

*\*Complimentary shuttle service between the hotel and the HGSE campus will be provided at the beginning and end of each program day. Exact shuttle times will be provided upon check-in at the hotel.*

Harvard Square Hotel

110 Mount Auburn Street, Cambridge, MA 02138

Reservations: 800-458-5886

Reference Code: GSE Urban School Leaders or 467496

Rate: \$225 per night/plus tax.

Rate valid until June 15, 2015

Earliest Check-in: July 6, 2015

Latest Check-out: July 11, 2015

**Additional Program Details**

Prior to the start of the program, you will receive instructions for accessing the password protected program website. The website will initially contain your first assignments as well as a local area guide; the program schedule, curriculum, and readings will be posted as the program dates near.

In the meantime, additional information for [planning your campus experience](#) is available on our public website. This website provides answers to many common questions: travel, weather, attendance expectations, and links to local resources. Our participants find it helpful in answering most common questions.

Please feel free to contact the program team at [ppeusl@gse.harvard.edu](mailto:ppeusl@gse.harvard.edu), if you have any questions as you prepare to attend the program.

Thank you for confirming your intention to attend National Institute for Urban School Leaders. We look forward to welcoming you to campus in July.

**Participant Information**

<b>First Name</b>	Michael
<b>Last Name</b>	Allen
<b>Email Address</b>	m.allen17@hotmail.com
<b>Title/Position</b>	Principal
<b>Organization Name</b>	Harvey School District 152

**Additional Information**

<b>Formal Name for Certificate</b>	Michael Allen
<b>Preferred Name for Badge</b>	Michael Allen
<b>Special Service Required</b>	No
<b>Dietary Restrictions</b>	No
<b>Emergency Contact</b>	Gilbert Allen 773-915-3014 Veronica Thomas 773-403-3868
<b>Emergency Notification System</b>	I would like to receive emergency notifications from Harvard University while on-campus for the program.
<b>Payment Method</b>	My School/District
<b>Payment Details Name</b>	Johnetta Miller
<b>Payment Details Email</b>	<a href="mailto:jmiller@harvey152.org">jmiller@harvey152.org</a>



**Program Fee Summary**

Description	Quantity	Amount	Total
Program Fee	1	\$2,895.00	\$2,895.00
		<b>Total:</b>	<b>\$2,895.00</b>

  

Date	Payments	Received	
01-May-15	Invoice / P.O.	No	\$2,895.00 \$0.00
		<b>Total:</b>	<b>\$0.00</b>
		<b>Balance due:</b>	<b>\$2,895.00</b>

**Payment Information**

Your enrollment is not complete until payment is received. Payment is accepted by check, credit card or wire transfer. Purchase orders should be emailed to [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu) or faxed to 617-495-5900. Note: Fax only the purchase order including the participant's full name. There is no need to include a copy of the invoice.

For questions regarding payment, please contact our finance department at [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu).

**Checks**

Make checks payable to 'Harvard University.' Federal Tax ID 04-2103580. Include the memo '15USL Allen, Michael' on all checks. US currency only (USD).

Please mail remittance to: Finance Department, Programs in Professional Education, Harvard Graduate School of Education, 44 Brattle Street, 5th Floor, Cambridge, MA 02138.

**Wire Transfer**

Bank Name: Bank of America  
Bank address: 100 Federal Street, Boston, MA 02110  
Account: 9428-370230  
Bank identifier number ABA: 026009593, (SWIFT): BOFAUS3N, (ACH): 011000138  
Account Name: President and Fellows of Harvard College GSE Wire  
Memo: 15USL Allen, Michael.

Please make sure you pay any applicable bank fees in addition to the total due in US currency.

**Please forward the invoice below to your finance office, if applicable.**

Programs in Professional Education  
**Harvard Graduate School of Education**  
44 Brattle St. 5th Fl. Cambridge MA 02138 USA

**I N V O I C E**

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**Invoice Information**

Invoice Number: 2408-306001-3165  
Institution Name: Harvey School District 152  
Invoice Date: 2015-04-21 10:34:55

**Registration Information**

Participant Name: Michael Allen  
Program Name: 2015 USL - National Institute for Urban School Leaders  
Program Start Date: Jul 06, 2015

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**Payment Contact Information**

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Contact: PPE Finance Department  
Fax Number: 617-495-5900  
Email Address: [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu)

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**Payment Information**

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Program Charges \$2895.00  
Amount Paid \$0.00

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Total Due (USD) \$2895.00

*This enrollment is not complete until payment is received.*

Please review your program cancellation policy at [www.gse.harvard.edu/ppe](http://www.gse.harvard.edu/ppe).

**CREDIT CARD INSTRUCTIONS:** We accept MasterCard, Visa and American Express. Credit card payments for this enrollment can be made at <http://www.events.harvard.edu/profile/form/index.cfm?PKformID=0x28557162be>.

**CHECK INSTRUCTIONS:** Make payable to 'Harvard University'. Federal Tax ID 04-2103580. Include the memo '15USL Allen, Michael' on all checks. US funds only (USD). Please mail remittance to: Finance Department, Programs in Professional Education, Harvard Graduate School of Education, 44 Brattle Street, 5th Floor, Cambridge, MA 02138.

**WIRE TRANSFER INSTRUCTIONS:** Bank Name: Bank of America. Bank identifier number (ABA): 026-009-593, (SWIFT): BOFAUS3N, (ACH): 011000138. Bank address: 100 Federal Street, Boston, MA 02110. Bank Account Name: President and Fellows of Harvard College GSE Wire. Bank Account Number: 9428-370230. Memo: 15USL Allen, Michael. Please make sure you pay any applicable bank fees in addition to the total due.

WE ARE UNABLE TO ACCEPT CASH AT REGISTRATION

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**Cancellation Policy**

Cancellations must be submitted via fax or email. Full refunds are granted up to 30 days prior to the start of the program. Due to program demand and pre-program preparations, cancellations received 29-14 days prior to the start of the program are subject to 10% of the program fee. Cancellations received within 13 days and no-shows are subject to the full program fee. Please note: Cancellation fees are based on the date the written request is received.

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**Non-Discrimination Policy**

The Harvard Graduate School of Education affirms the right of all individuals to equal treatment in education without regard to age, race, religion, sex, sexual orientation, gender identity, marital status, handicap, national origin, or any other factors that are extraneous to effective performance. The Harvard Graduate School of Education will accommodate anyone with disabilities.

Contact Application Assistance

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