

ACTE School Study Visit Justification Toolkit

Justification Letter Template

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Date]

[Recipient Name]

[Recipient Title]

[School/Organization Name]

[Address]

Subject: Justification for Participation in ACTE's School Study Visit Program

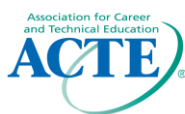
Dear [Recipient Name],

I am writing to express my strong interest in participating in ACTE's School Study Visit program, specifically the upcoming visit to Kirkwood Community College in Cedar Rapids, Iowa, scheduled for June 2-3, 2025. This immersive professional development opportunity is designed to provide firsthand insights into innovative Career and Technical Education (CTE) programs, best practices, and industry partnerships that enhance student outcomes.

By attending this program, I will have the opportunity to:

- **Visit Innovative CTE Centers:** Tour Kirkwood Community College's state-of-the-art facilities and engage with institution leaders to observe exemplary CTE programs in action.
- **Network with CTE Administrators:** Connect with educators, administrators, and industry partners from across the country to exchange ideas and strategies for advancing CTE initiatives.
- **Enhance Professional Learning:** Participate in discussions and activities that will provide valuable insights into effective curriculum development, work-based learning, and industry collaboration.
- **Strengthen Industry Connections:** Learn how to effectively integrate industry partnerships into our programs to better align with workforce needs.
- **Improve Student Outcomes:** Apply the knowledge and best practices gained to better prepare our students for high-demand careers.

The investment in my participation in this program will yield significant benefits for our school, students, and community. I am confident that the insights gained will help us align our CTE



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initiatives with industry needs, enhance instructional strategies, and expand opportunities for our students.

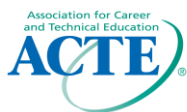
I appreciate your consideration of this request and would welcome the opportunity to discuss how this experience can contribute to our institution's goals. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]



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Estimated Expense Worksheet

Item	Estimated Cost
Registration Fee <i>Note: reduced fee available for Educational Institution Members</i>	\$1,599.99
Hotel ACTE will reserve individual rooms for all attendees at The Hotel at Kirkwood Center . Check in: Sunday, June 1 Check out: Tuesday, June 3	Included in registration fee
Meals Monday: Breakfast, lunch, dinner Tuesday: Breakfast, lunch	Included in registration fee
Ground transportation Airport transfers Hotel to campus	Included in registration fee
Travel (Flight/Car Mileage) The nearest airport is Eastern Iowa Airport . Please plan to arrive by Sunday evening, June 1, 2025. The visit will conclude by 12:30 pm on Tuesday, June 3, 2025.	
Other expenses (per diem, etc.)	
Optional Additional Expenses	
Hotel (additional nights) Attendees can add on additional nights at their own expense. Our contracted rate with the Hotel at Kirkwood is \$159.00/night + tax	
Meals	

Total Estimated Cost: [Amount]

