

Infant & Toddler Early Intervention Program

Part C of IDEA

Michigan Department of Lifelong Education, Advancement, and Potential
Office of Early Education



PRIOR APPROVAL FOR SPECIAL EVENTS/MEETINGS

Use this form to request prior approval to attend a special event or meeting associated with your work for the MICC, such as the *Early On* conference, other trainings, etc.

Parent's Name: _____

Email: _____ Phone: _____

Address: _____

City/State/Zip: _____

Date/Time of Event/Meeting: _____

Title and Description of Event/Meeting: _____

Anticipated benefit to *Early On*:

Brochure/Agenda/Documentation about meeting is attached: Yes No

Estimated cost of participation: _____ (list requested type of expense and amount, ex., airfare at \$400, 3 nights hotel @ \$98/night; meals for 3 days @ \$41.50/day)

Registration _____

Other costs _____

Travel _____

Child care _____

Lodging _____

Honorarium _____

Meals (*per diem*) _____

****Email completed form to Barb Schinderle at schinderleb@michigan.gov at least 15 business days prior to the event****

Date reviewed: _____ Reviewed by: _____ Approved

Specific expectations of participant: _____

Costs that will be covered as requested above:

Travel Lodging Meals Other Child care Honorarium

Exceptions to request: _____

Parent contact needed (*date contacted/resolution*): _____

Individuals with disabilities may contact the MiLEAP ADA Coordinator to request an alternative format to these materials. Please visit www.michigan.gov/ADA for a list of state ADA coordinators.