# Literacy Launch Institutes

## School Year Institutes (Friday/Saturday) Administrator Permission Form

Thank you for supporting the participation of early literacy educators from your school or district in the Literacy Launch Institutes this school year. These institutes are part of a statewide professional learning initiative designed to spread powerful, evidence-based early literacy instruction that celebrates Massachusetts students' cultural and linguistic strengths.

Each participating educator will attend four full-day, in-person training sessions, held on Fridays and Saturdays during the 26-27 school year. The two institutes this school year are:

| **Institute:** | **Ashland Institute** | **Falmouth Institute** |
|---|---|---|
| **Location:** | Warren Conference Center & Inn<br>Ashland, MA | Sea Crest Beach Resort<br>North Falmouth, MA |
| **Dates:** | Friday, 2/26 and Saturday, 2/27<br>Friday, 3/5 and Saturday, 3/6 | Friday, 5/14 and Saturday, 5/15<br>Friday, 6/4 and Saturday, 6/5 |
| **Time:** | 8 a.m. to 3 p.m. | 8 a.m. to 3 p.m. |

Before your educator can complete registration to attend the Friday/Saturday Literacy Launch Institutes, we need confirmation from an administrator that they are approved for school release time for the two Friday sessions of the institute they are registering for. By completing this form, you confirm that:

- You are an administrator authorized to approve staff release time for professional learning/school business.
- You grant permission for the identified educator to be released from their regular school duties to fully attend both **Friday sessions** of the institute selected below (select one):
  - ☐ Ashland Institute: Friday, 2/26 and Friday, 3/5
  - ☐ Falmouth Institute: Friday, 5/14 and Friday, 6/4
- You understand that participation in the institutes is free of charge and that substitute coverage for the release time will be the responsibility of your district or school.

For more information about the institutes and additional opportunities following completion of the institutes, visit our website: https://literacylaunchinstitutes.org/

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**Participant Name** **Administrator Name**

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**Date** **Administrator Signature**

*Please note that administrator permission is only required for the School Year (Friday/Saturday) Institutes.*