



## Justification Letter: Attendance at the 2026 School Planning Conference (SPC)

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Subject:** Request to Approve Conference Attendance (SPC 2026) for

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Dear \_\_\_\_\_,

I am requesting approval for the following staff member(s) to attend the **2026 School Planning Conference (SPC)** in Tampa, Florida: \_\_\_\_\_. SPC is a long-standing (25-year) professional development conference focused on the practical intersection of **spatial analytics (GIS), facilities planning, safety, and long-range strategy** in K–12 environments. Attendance will directly support our District’s ability to make defensible, data-driven decisions related to enrollment, capacity, facility investments, and safety planning.

### **How this training benefits the District**

SPC has evolved beyond software training to address the administrative realities of school planning. The attendee(s) will return with actionable practices and peer-tested approaches in the following areas:

- **School Location Site Utilization & Capacity Optimization:** Strategies for maximizing existing assets and planning for future infrastructure.
- **Data-Driven Student Forecasting:** Utilizing advanced analytics for precise long-range enrollment projections.
- **Safety & Security Integration:** Implementing GIS Indoors and wayfinding to enhance emergency response and campus security.
- **Facility Condition & Consolidation:** Navigating the challenges of school closures, rezoning, and facility modernization.

**Added value through MGT subject matter expertise**



Since 2022, SPC has been strengthened through its partnership with **MGT**, providing access to a deep bench of **Subject Matter Experts (SMEs)**. This enables attendee(s) to bring real District questions—facility strategy, safety planning, implementation, and change management—and receive guidance informed by statewide and national State and Local Government (SLG) experience.

**Fiscal stewardship and logistics**

We recognize the importance of budget stewardship. The 2026 SPC has been scheduled and located to reduce overall travel cost and time away from duty:

- **Location:** Tampa, Florida.
- **Cost Efficiency:** Held during the **low season**, ensuring significantly reduced hotel and lodging rates.
- **Logistical Ease:** The venue is located in close proximity to **Tampa International Airport (TPA)**, minimizing ground transportation expenses and travel time for staff.

**Estimated cost per attendee:** Registration, airfare, lodging, and meals/incidental costs will be managed in accordance with District travel policy and per diem rates. Estimated total cost per attendee: \$\_\_\_\_\_ (complete once quotes/registration are finalized).

Upon return, the attendee(s) will provide a brief summary of takeaways, recommended process improvements, and any peer benchmarks or templates that can be applied to our ongoing work (e.g., enrollment forecasting, capacity analysis, facility condition planning, and safety/wayfinding workflows).

Thank you for your consideration.

Sincerely,

\_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval**

Approved by: \_\_\_\_\_ **Date:** \_\_\_\_\_

Title: \_\_\_\_\_