## Administration Approval Email Template

Below is a sample template your school’s principal or a district-level administrator can use to write an email to you, the team lead, stating permission for your school to participate in the Your AI Horizons Challenge. Please upload the email statement as a .pdf, .doc, or .ppt to the *Principal or administrator approval* question on the mission proposal form.

Pro-tip: If you do not have access to the “Save as a .pdf” function, take a screenshot of the email statement, and paste and save the screenshot into a Word doc.

I support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of School)’s submission to the Your AI Horizons Challenge.

I attest that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of School) is eligible for Carl D. Perkins funding.

Best,

Principal / Assistant Principal / Superintendent / Assistant Superintendent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)