Dear **<Insert Name>**

I’d like to request your approval to attend the Learning-Focused Training of Trainers Institute which takes place in **<Orlando, Fl from June 11-15, 2018 or Atlanta GA from July 23-27, 2018>**.

The institute will give me a chance to connect with Learning-Focused Experts to understand how to...

* model what good teaching looks like by providing examples, demonstrations and think alouds throughout professional development.
* use distributed professional development to provide ongoing support for teachers.
* address training challenges appropriately.

The five days of the institute are dedicated to attending all-day sessions that will better prepare me to provide support to teachers implementing The Learning-Focused Instructional Framework.  In addition, I will be certified to present The Learning-Focused Instructional Framework. With such an extensive amount of educational content, participants are able to return to their school and ideas to increase the implementation of the exemplary practices immediately.

At this institute, I will become more knowledgeable in the following areas:

* facilitating and redelivering each of the following three Learning-Focused workshops accurately and effectively:
	+ The High Performance Learning-Focused Lesson
	+ Increasing the Rigor of Learning-Focused Lessons: Higher Order Thinking, Reading, and Writing
	+ Accelerating Learning-Focused Lessons:  Catching Kids Up!
* clarifying common misconceptions and answer questions about the instructional framework
* providing effective lesson feedback that makes an immediate difference in the confidence and competence of teachers
* and more!

It is more important than ever to ensure we are getting the most of our education and training investment - and my attendance at the Learning-Focused Training of Trainers Institute will help us do just that.  I will have direct access to Learning-Focused experts, the chance to network and share ideas with other education professionals, and an opportunity to gain Continuing Education Credits.

I’ve broken down the approximate cost of my attendance at the Learning-Focused Training of Trainers Institute from **<insert dates of travel>**:

Airfare (estimate): $

Hotel (5 nights at $  per night plus tax): $

Registration - includes materials $1,800

Total: $

Thank you for your consideration of this request.

Regards,