Dear **<Insert Name>**

I’d like to request your approval to attend **The 2019 Uninterrupted Learning-Focused Conference** which takes place in Tampa, FL from February 13-15, 2019.

The conference 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 for my learning.
* provide insights and innovations into how to use exemplary practices consistently, pervasively, and with quality throughout my lessons.

The three days of the conference are dedicated to attending a variety of learning sessions that will better prepare me to implement The Learning-Focused Instructional Framework.  In addition, I will have the opportunity to engage in follow up professional development that is intended to provide me with additional support, ideas, and job-embedded practice. 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 conference, I will become more knowledgeable in the following areas:

* implementing the exemplary practices and strategies used in the top schools
* solidify my understanding of the instructional framework and how it helps to connect ideas, resources, and initiatives
* reinforcement that teaching requires a growth mindset of students and educators
* 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 2019 Uninterrupted Learning-Focused Uninterrupted Conference** 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 for the three days:

Airfare (estimate):                                        $

Hotel 3 nights at $  per night plus tax):    $

Registration - includes materials                 $595

Total:                                                            $

Thank you for your consideration of this request.

Regards,