Sample Request for Approval Letter

Dear [Colleague or Supervisor],

I am writing to request approval to attend SREB’s 2025 Making Schools Work Conference, July 15-18, at the Ernest N. Morial Convention Center in New Orleans, Louisiana.

As you know, our improvement plans and professional learning goals at [name of your school or technology center] this year include [outline your school’s plans and goals]. These plans and goals align with [note number] of SREB’s conference objectives, including [note relevant objectives from the following page].

SREB’s Making Schools Work Conference features hundreds of keynotes, promising practices, networking and deep-dive sessions addressing topics like [note topics from the following page]. Most sessions are led by practitioners and are designed to give attendees like me research-based, classroom-tested tools and strategies I can use right away to help students [describe specific benefits for students].

Here are some other advantages to attending SREB’s Making Schools Work Conference:

* Networking with thousands of elementary through high school educators from over 30 states
* Exploring critical issues like addressing unfinished learning from the COVID-19 pandemic, ensuring equitable access to quality instruction, addressing students’ mental health needs and the effects of poverty and trauma
* Learning about and sharing promising practices with peers and experts
* Exploring transformative literacy and mathematics practices that help students meet or exceed grade-level standards
* Identifying ways to motivate students and help them make the connection between success in the classroom and their career and college options
* Participating in optional industry tours that offer an insider’s view of emerging career and college opportunities for students

When I return, I will share what I’ve learned with my team and other staff by sharing presentations, handouts and notes from the sessions I attend. I can also model tools and strategies I explored at the conference or host workshops for other educators at [your school or technology center].

The cost of attending SREB’s Making Schools Work Conference is low compared to many conferences. My registration fee includes access to more than 400 sessions and hot lunches on main conference days. I can also save by taking advantage of SREB’s early bird registration, booking travel early and sharing a hotel room with [name of colleague — see [SREB’s website for hotel rates](https://www.sreb.org/making-schools-work-conference-hotel)]. Here is a breakdown of the approximate cost for me to attend the Making Schools Work Conference:

* Airfare:
* Transportation:
* Hotel:
* Conference registration:
* Industry tours and special events:
* Meals:
* **Total:**

Please let me know if you have any questions about this request. I look forward to your reply.

Sincerely,

[Your name]

# Conference Objectives

1. **Engaging Instruction –** Engage each student in every classroom through high-quality instruction that incorporates powerful literacy and mathematics practices and project-based assignments.
2. **Aligned Curriculum –** Ensure each student has equitable access to challenging academic and technical curricula that align instruction, assignments and assessments with grade-level readiness standards.
3. **Career Pathways –** Offer each student access to career pathways and programs of study that align with workforce needs and include opportunities to earn industry or postsecondary credentials and participate in work-based learning.
4. **Systems of Support –** Provide each student with the personalized career guidance, advisement, social and emotional supports, and extra help and accelerated learning opportunities needed to graduate ready for college and careers.
5. **Leadership for Continuous Improvement –** Engage the whole school community in promoting a culture of high expectations and continuously using data to identify problems of practice and develop action plans to solve those problems.

# Selected Conference Topics

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| AchievementBusiness partnerships Career academies CTE and career pathwaysClassroom managementCoachingCollege and career readinessCommunity partnershipsComprehensive school reformContinuous improvementCounseling and advisementCOVID-19 response and recoveryCulturally responsive pedagogyData-driven decision makingDeeper learningDiscipline and behavioral issuesDual enrollment / dual creditEarly college high schoolsEducation policyEducational technologyEducator effectivenessElementary schoolsEngagement and motivation | English / language artsEnglish learnersEquity – cultural, gender, racialEvaluation and researchFeedback and observationsFormative assessmentsHigh schoolsImproving instructionInstructional leadershipLeadership developmentLiteracyMathematicsMiddle grades schoolsNetworked improvement communitiesOnline, blended and hybrid instructional strategiesParent engagementPersonalized learningPostsecondary access and successPoverty Principal preparation and supportProfessional learning communities | Programs of studyProject- and problem-based learningRural educational issuesSchool improvementSchool culture and climateScienceSocial, emotional and behavioral supportsSocial studiesSpecial education STEMStudent voice and choiceTeacher induction and peer mentoringTeacher preparationTechnology centersTitle ITraumaUrban educational issues Work-based learning … and many more |