

Sample Request for Approval Letter

Dear [Colleague or Supervisor],

I am writing to request approval to attend SREB's 2025 Coaching for Change Conference, May 6-7, 2025 at the Westin Buckhead Atlanta, Georgia in Atlanta, Georgia.

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 Coaching for Change Conference features a panel discussion with schools that have exited their state's turnaround program, sessions highlighting promising practices specifically designed for coaches and administrators, 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 support teachers [describe specific benefits for teachers].

Here are some other advantages to attending SREB's Coaching for Change Conference:

- Networking with coaches and administrators from different states
- Exploring critical issues like building strong teams, planning for success, sustaining change, and turning challenges into change
- Learning about and sharing promising practices with peers and experts
- Exploring transformative coaching practices that help teachers shift instructional practices

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 Coaching for Change Conference is low compared to many conferences. My registration fee includes access to all of the sessions and continental breakfast and hot lunches on main conference days. I can also save by booking travel early and sharing a hotel room with [name of colleague — see SREB's website for hotel rates]. Here is a breakdown of the approximate cost for me to attend the Coaching for Change Conference:

- Airfare:
- Transportation:
- Hotel:

- Conference registration:
- 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. **Building Strong Teams** – To build a strong cohesive team, effective coaches build on players’ individual strengths to eliminate isolation and develop a collaborative approach to improvement.
2. **Planning for Success** – Effective coaches analyze the needs of the team and individual players and work with leaders to build a plan to achieve the team’s goals.
3. **Trusting the Process** – Effective coaches have a proven process for improvement they trust and use. The process encompasses all aspects of their work. Quality coaching guides players in the use of the process to accelerate improvement.
4. **Turning Challenges Into Change** – Effective coaches view challenges as opportunities for improvement and help players overcome obstacles as they strive to achieve goals.
5. **Sustaining Change** – Effective coaches build a culture and a system of success that survives the loss of any player or coach.

Selected Conference Topics

Coaching With AI	Leadership Development	Teacher Induction and Peer Mentoring
Effective Leadership	Principal Preparation and Support	Teacher Preparation
Feedback and Observations	Professional-Learning Communities	Unit Design
Instructional Coaching	School Culture and Climate	... and many more
Instructional Leadership	School Improvement	
Instructional Walks	Supporting Novice Teachers	