



Justify Your Attendance Guide

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Sample Request for Approval Letter

Dear [Colleague or Supervisor],

I am writing to request approval to attend SREB's all-virtual 2021 Making Schools Work Conference, July 6-9.

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 page 5].

SREB's Making Schools Work Conference features keynotes, promising practices, networking and deep-dive sessions addressing topics like [note topics from page 5]. Virtual attendees like me will have complete access to 100+ live and on-demand conference sessions during the conference and on-demand for 30 days after the conference. 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] at [your school or technology center].

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

- Networking with elementary through high school educators from over 30 states
- Exploring critical issues like ensuring equitable access to quality instruction and addressing 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. The \$300 virtual registration fee includes access to 100+ live and on-demand sessions in addition to access to virtual reception and prize giveaway, games, lounge, chats, conference documents and other online services during the event.

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

[Your name]

Sample Talking Points

Explain what you plan to learn by attending SREB's 2021 Making Schools Work Conference and how your attendance will benefit students and colleagues at your school or technology center.

> Beyond your personal and professional learning goals, here are other good reasons to attend SREB's Making Schools Work Conference:

- Networking with other educators
- Learning promising practices from experts and thought leaders
- Sharing tools and strategies from your school or classroom by delivering a conference session
- Celebrating student and school success stories
- Engaging in hands-on, transformative learning
- Rejuvenating your instructional practice
- Developing classroom, school or district plans for school improvement
- Exploring how to use data to make informed decisions
- Building stronger school teams

Explain how you will share what you've learned when you return.



- Create a presentation, video or poster
- Adopt educational technology solutions
- Model promising practices
- Plan a workshop
- Share findings with other grade levels, content areas or schools





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

Achievement

Business partnerships

Career academies

CTE and career pathways

Classroom management

Coaching

College and career readiness

Community partnerships

Comprehensive school reform

Continuous improvement

Counseling and advisement

COVID-19 response and recovery

Culturally responsive pedagogy

Data-driven decision making

Deeper learning

Discipline and behavioral issues

Dual enrollment / dual credit

Early college high schools

Education policy

Educational technology

Educator effectiveness

Elementary schools

Engagement and motivation

English / language arts

English Learners

Equity - cultural, gender, racial

Evaluation and research

Feedback and observations

Formative assessments

High schools

Improving instruction

Instructional leadership

Leadership development

Literacy

Mathematics

Middle grades schools

Networked improvement

communities

Online, blended and hybrid

instructional strategies

Parent engagement

Personalized learning

Postsecondary access and success

Poverty

Principal preparation and support

Professional learning communities

Programs of study

Project- and problem-based

learning

Rural educational issues

School improvement

School culture and climate

Science

Social, emotional and behavioral

supports

Social studies

Special education

STEM

Student voice and choice

Teacher induction and peer

mentoring

Teacher preparation

Technology centers

Title I

Trauma

Urban educational issues

Work-based learning ... and

many more

Conference Benefits for Districts

SREB partners with districts to offer powerful professional learning that improves educator effectiveness, increases student engagement and achievement, and transforms schools.

Our Making Schools Work Conference is designed to help district leaders:

- Adopt and sustain a comprehensive, research-based school improvement process
- Turn around low-performing schools
- Design career pathways leading to credentials, degrees and good jobs
- Build strong postsecondary, community and employer partnerships
- Transform schools into personalized learning environments
- Create career counseling systems that help students identify their interests and options
- Deliver robust teacher preparation, professional development and coaching services
- Prepare principals to be highly effective instructional leaders
- Develop recruitment and retention strategies that reward effective educators
- Align their budgets and use time, tools and resources to meet achievement goals
- Define what it really means to be ready for college and careers





Conference Attendees



3,500+ Attendees



35 States



740+ Schools



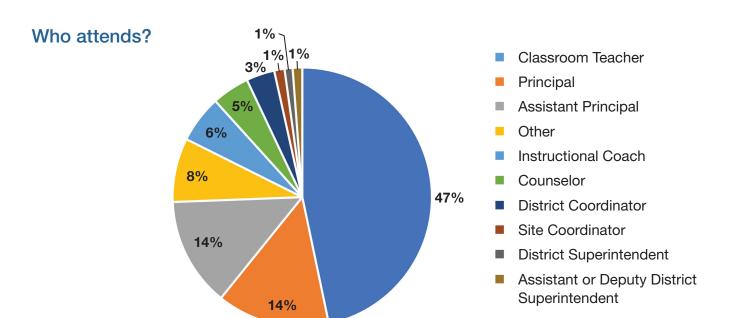
100+ Virtual **Sessions**

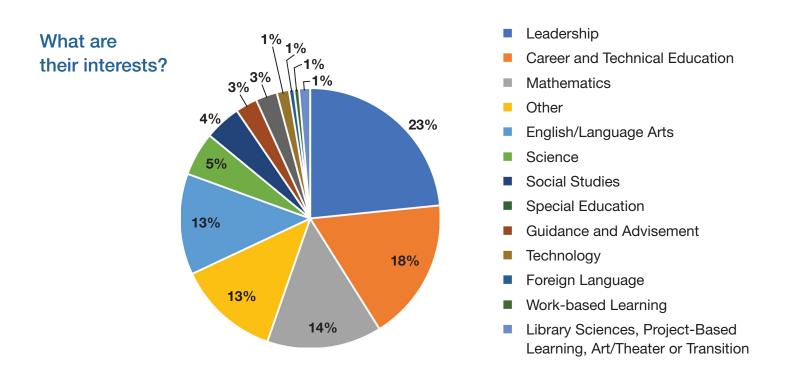


Hundreds of Presenters

65%

Sessions led by practitioners









For more information on attending or presenting at the Making Schools Work Conference, contact summerstaffdev@sreb.org.

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