[Date]

[Your Name]

[Your Address]

[Supervisor’s Name]

[Address]

Dear [Supervisor’s Name],

I am writing to request approval to attend the ***2023 SIMposium***, an international online conference for SIM Professional Developers, Apprentices and Specialists, July 11-13, 2023 in Lawrence, Kansas. The conference offers a variety of professional learning opportunities for educators and education leaders.

I will have access to international experts and be equipped to bring expertise back to our school/district/community.

The three-day conference includes:

* Sessions by expert education researchers and practitioners
* A special deep dive session with Jim Knight, expert and leader in the art and science of Instructional Coaching
* Professional Learning micro-credentials
* Networking opportunities with researchers, developers, practitioners, SIM professional developers and coaches
* Electronic access to session handouts
* Access to conference videos after the conference

Registration by January 1, 2023 is $375. After that date, it is $425.

The KUCRL has hosted scores of learning opportunities for 45 years, and educators have come away inspired, energized, and prepared to implement their new learning. I feel sure it will do the same for me. I ask you to please consider prioritizing funding for this unique professional development opportunity.

I appreciate your support and thank you for considering my request.

Sincerely,

[Your name]