



Dear Administrator,

I am writing to request permission and funding to attend the National Teach Better Conference 2019 being held in Akron, OH.

The event will be held Friday, November 8th and Saturday, November 9th and will include a variety of national speakers and authors which I will be able to connect with and learn from.

This event will have experts and speakers in the areas of Mastery Learning, Student Engagement, Depth of Knowledge, Standards-Based Grading, Student-Centered Practices, Universal Design, Differentiated Instruction, and many other best practices and innovative teaching strategies that will help me reflect, improve, and grow as an educator.

In order to attend and take advantage of this amazing opportunity, I would like to request the following (see checked descriptions below)

Permission to attend the event and improve my instructional practice.

Substitute Coverage for Friday November 8th, 2019

Funding (Purchase Order) for my registration cost of \$ \_\_\_\_\_.00

Travel Costs for the event.

I would truly appreciate your support in attending and taking advantage of this opportunity. More information can be found at [www.teachbetterconference.com](http://www.teachbetterconference.com).

Please let me know if you have any questions or need any additional information for approval of this request.

I look forward to attending and bringing new, innovative and engaging ideas back for our learners and to share with my colleagues.

Thanks so much for your consideration and in advance for your support!

Sincerely,

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