<**Date**>

**Request to Attend the ASCD 2021 Annual Conference: Empowered and Connected (formerly Empower)**[**www.ascd.org/AC21**](http://www.ascd.org/AC21)

Dear <<Colleague>>,

The ASCD ***2021 Annual Conference: Empowered and Connected*** (formerly Empower) will be held—virtually—June 23–25, 2021.

I would like to attend this highly regarded professional development event because it would give me the opportunity to receive substantial knowledge directly related to my work, and it would be a solid investment in the success and academic growth of our students.

The ASCD Annual Conference is an education conference recognized for the breadth of educational learning topics delivered by presenters and researchers of the highest caliber. The conference will offer *more than 200 professional development sessions* aimed at helping educators find current information and solutions to the most pressing problems they face in their schools or classrooms. As well, it will feature sessions that take into consideration that many teachers have, this past year, been teaching students in-person, virtually, and/or in a hybrid manner in light of COVID 19.

The ASCD 2021 Annual Conference program will allow me to build a custom learning plan based on the areas of professional development that I need most. It’s an opportunity to make a solid and timely investment in our students’ success and our school climate. I would receive valuable professional insight and actionable approaches to share with my colleagues. By attending this conference, I will be able to

* Experience the innovative work of educators occurring in states, districts, and schools across the country that I can adapt to our practices.
* Attend sessions led by national experts and thought leaders from universities, schools, and educational development centers around the country, many of whom have authored instructional materials we use in our school system.
* Develop a comprehensive equity action plan for a problem of practice focused on key challenges such as equity, stress management/mental health, trauma-invested teaching, differentiation, and managing classroom behavior.

*The cost to attend the main event is $149 for ASCD members and $179 for nonmembers. A discount of 20% is available if a team of five staff register together. Also, an optional certificate course program is available for just an additional $25! The details of event costs, discounts, and the certificate program is available at* [*www.ascd.org/AC21*](http://www.ascd.org/AC21)*.*

Attending the ASCD 2021 Annual Conference will give me the opportunity to incorporate into my practice at **<Insert your school name>** a plan of action that will allow me to be more effective in my service as <**Insert** **your role**> while contributing to our advancement as an institution of high-performance. It is an investment that will bear fruit for me, my colleagues, our students—and you.

Thank you in advance for considering this request.

Sincerely,

**<Your Full Name>**