<**Date**>

**Request to Attend ASCD Empower 2020: The Conference for Learning, Teaching, and Leading Together**[**www.ascd.org/empower**](http://www.ascd.org/empower)

Dear <<Colleague>>,

ASCD Empower: The Conference for Learning, Teaching, and Leading Together will be held March 13–16, 2020, in Los Angeles, Calif. I would like to attend this highly regarded professional development event because it is an opportunity to receive substantial knowledge directly related to my work. It would also be a solid investment in our students’ success and academic growth.

Empower20 is an annual education conference recognized for the breadth of educational learning topics delivered by presenters and researchers of exceptional caliber. The conference will offer more than 300 professional development sessions that help educators find current information and solutions to the most pressing problems they face in their schools or classrooms. The Empower20 program will allow me to build a custom learning plan based on the areas of professional development that I need most.

I believe this is 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 own practices.
* Participate in essential learning institutes and sessions guided 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 STEM, trauma-invested teaching, differentiation, school safety, and managing classroom behavior.

**The cost to attend the main event is $600 for ASCD members and $720 for nonmembers, if registration is received before February 1. A discount of 20% is available if a team of five staff register together. The details of program costs and discounts is available at** [**www.ascd.org/empower**](http://www.ascd.org/empower)**.**

Attending Empower20 provides the opportunity to return to **<Insert your school name>** with a plan of action that allows 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 myself, my colleagues, and my students.

Thank you in advance for consideration of this request.

Sincerely,

**<Your Full Name>**