

Use the letter below as a template to ask your administrator to release you from work to attend and cover the registration fee for the AASL National Conference. Areas to be updated or personalized appears in **bold orange text**.

Dear **NAME**,

The American Association of School Librarians (AASL) National Conference is the **ONLY** national conference specifically for school librarians and the unique role we serve as leaders, instructional partners, information specialists, teachers, and program administrators. This three-day event occurs once every other year and will be taking place in Tampa, FL, October 19-21, 2023. The conference attracts over 2,000 school librarians from across the country to come together to share best practices, resources, and networking.

I believe that supporting my participation at the AASL National Conference will further my professional development, while the knowledge I gain can be used to advance our school community mission and expand learning opportunities for our students and faculty.

This year has challenged educators and I am excited to see what innovative and empowering practices have unfolded as school librarians across the country rose to the challenge of ensuring access to information. School librarians applied technology to transform learning experiences and found ways to encourage reading and literacy even when remote. This conference will speak to lessons we learned as we cared for our students and colleagues in physical, virtual, and hybrid learning environments.

Look at last year's sessions and list some sessions that would be of interest to you as examples of content.

AASL strives to provide an event that balances high value and low cost for attendees. Best of all you can attend with me for **FREE**! Any full conference registration offers a complimentary registration for an administrator (principals/asst. principals, superintendents/asst. superintendent, or curriculum directors).

I am more than happy to discuss this request and answer any questions you may have. I am confident attending AASL's National Conference will have a ripple effect throughout our school. As my professional development and knowledge expands and advances, so do the learners we serve and educators with whom we collaborate.