

Overview

Welcome to the iCivics Professional Learning Services Admin Request Template.

Next steps:

1. Click "File" in the top left corner of your screen. In the dropdown, select "Make a copy." This will create your own editable version.
2. Name your copy and click the blue "Make a copy" button. Your copy will open in a fresh tab or window.
3. On the left side of the document, you'll see three different versions of the letter template, each tailored to a different pathway.
4. Review the headings at the start of each letter and find the one that matches the course you're interested in.
5. Go through the template you've chosen and fill in your own details. Feel free to tweak any other parts of the letter so it sounds like you.

Fostering an Inquiry-based Classroom Template

Subject: Request for Funding: iCivics Professional Learning - Focus on Fostering an Inquiry-based Classroom

Dear [Administrator's Name],

I am writing to request funding to participate in the [Professional Learning](#) from iCivics. I am particularly interested in the **Fostering an Inquiry-based Classroom: Collaborative Learning Pathway**.

iCivics is a leading provider of engaging, high-quality civic education resources. Their professional learning opportunities are specifically designed to empower teachers to effectively deliver this crucial content by equipping us with innovative and research-backed pedagogical approaches.

Investing in this professional development, specifically the **Fostering an Inquiry-based Classroom: Collaborative Learning Pathway**, would directly benefit our students by enhancing my ability to:

- **Build robust inquiry skills** in students, focusing on formulating effective questions, analyzing diverse sources, and engaging in meaningful tasks.
- **Create highly relevant and engaging learning experiences** by developing compelling questions, curating appropriate primary and secondary sources, and designing tasks that effectively scaffold literacy development within a civic context.
- **Foster a classroom culture that prioritizes critical thinking and collaboration** among students as they grapple with complex civic issues.
- **Cultivate a dynamic classroom environment rooted in inquiry**, ultimately empowering our students to become engaged, informed, and active citizens.

I am confident that the focused knowledge and practical strategies gained from the **Fostering an Inquiry-based Classroom: Collaborative Learning Pathway** will significantly enrich my teaching practice and contribute to improved student outcomes in civics education. I am eager to bring new, targeted strategies back to our school and share relevant insights and resources with my colleagues.

Thank you for considering this request. I am available to discuss this further and provide specific details about the **Fostering an Inquiry-based Classroom: Collaborative Learning Pathway** and its direct alignment with our school's instructional goals and commitment to student engagement.

Sincerely,

[Your Name]

[Your Grade/Subject]

Civics 101 & 102 Template

Subject: Request for Funding: iCivics Professional Learning - Focus on Civics 101 & 102

Dear [Administrator's Name],

I am writing to request funding to participate in the [Professional Learning](#) from iCivics. I am particularly interested in the **Civics 101 & 102 Collaborative Learning Pathway**.

iCivics is a leading provider of engaging, high-quality civic education resources. Their professional learning opportunities are specifically designed to empower teachers to effectively deliver this crucial content by deepening our understanding of foundational civic principles and effective teaching strategies.

Investing in this professional development, specifically the **Civics 101 & 102 Collaborative Learning Pathway**, would directly benefit our students by enhancing my ability to:

- **Foster a collaborative classroom culture** through the intentional integration of civic education concepts and activities that encourage student interaction and shared learning.
- **Connect classroom learning to our local community**, building essential service and leadership skills in students through relevant civic engagement opportunities.
- **Explore practical applications of a civic lens** across various instructional approaches, including inquiry-based learning, culturally-responsive teaching, facilitating meaningful discussions, promoting media literacy, and effectively utilizing iCivics resources.

I am confident that the foundational knowledge and practical strategies gained from the **Civics 101 & 102 Collaborative Learning Pathway** will significantly enrich my teaching practice and contribute to improved student outcomes in civics education. I am eager to bring new, targeted strategies back to our school and share relevant insights and resources with my colleagues.

Thank you for considering this request. I am available to discuss this further and provide specific details about the **Civics 101 & 102 Collaborative Learning Pathway** and its direct alignment with our school's instructional goals and commitment to developing engaged and informed citizens.

Sincerely,

[Your Name][Your Grade/Subject]

Elementary Civics and Social Studies Template

Subject: Request for Funding: iCivics Professional Learning - Focus on Elementary Civics and Social Studies

Dear [Administrator's Name],

I am writing to request funding to participate in the [Professional Learning](#) from iCivics. I am particularly interested in the **Elementary Civics and Social Studies Collaborative Learning Pathway**.

iCivics is a leading provider of engaging, high-quality civic education resources. Their professional learning opportunities are specifically designed to empower teachers to effectively deliver this crucial content, even at the elementary level, by providing age-appropriate and impactful strategies.

Investing in this professional development, specifically the **Elementary Civics and Social Studies Collaborative Learning Pathway**, would directly benefit our students by enhancing my ability to:

- **Implement dynamic inquiry-based learning** in our elementary classrooms, fostering a sense of curiosity and active engagement with civic and social studies concepts.
- **Foster student-driven exploration** of key topics, empowering young learners to take ownership of their learning and develop essential research skills.
- **Effectively support inquiry-based learning** through the use of appropriate resources, scaffolding techniques, and assessment strategies tailored for elementary students.
- **Cultivate critical thinking and a foundational understanding of history** through active investigation and analysis of primary and secondary sources accessible to young learners.

I am confident that the focused knowledge and practical strategies gained from the **Elementary Civics and Social Studies Collaborative Learning Pathway** will significantly enrich my teaching practice and contribute to improved student outcomes in civics and social studies education at the elementary level. I am eager to bring new, targeted strategies back to our school and share relevant insights and resources with my colleagues.

Thank you for considering this request. I am available to discuss this further and provide specific details about the **Elementary Civics and Social Studies Collaborative Learning Pathway** and its direct alignment with our school's instructional goals for our youngest learners.

Sincerely,

[Your Name]

[Your Grade/Subject]