

Dear <supervisor's name>,

I am writing to seek your permission and financial support to attend the National Summit on Improvement in Education 2026 conference, which is scheduled to take place on March 30-April 1, 2026 in San Diego, CA. This conference is a unique opportunity for me to enhance my professional development and contribute to our organization's goals in several meaningful ways. I am confident that I will be able to bring back research based practices that will support more equitable student outcomes and am committed to share with the rest of the staff when I return.

The National Summit on Improvement in Education provides a professional learning experience focused on improving educational outcomes and experience. This gathering of educators, leaders, researchers, and policymakers connects research and practice in ways that support all students to thrive.

Continuous improvement is a collaborative, cyclical process where educators work together to develop, test, and refine solutions to persistent problems. We know that top-down mandates rarely lead to lasting change. Real progress comes from the hard work of dedicated individuals in schools and districts, working alongside students, families, community groups, scholars, and other partners. Together, they adapt promising practices to fit their local context, try out small changes, and rigorously ask, "How will we know if this change is making things better?"

By participating in Summit 2026, I hope to achieve the following goals:

- **Learn from people achieving thrilling results** in areas like 8th- and 9th-grade on-track rates, literacy, math, college access, and chronic absenteeism—and explore how they're making it happen.
- **Deepen my understanding and application of improvement methods** so I have the tools and support to create meaningful, sustainable change in my work.
- **Connect with educators, leaders, scholars, and movement builders across the country** who are grappling with the same problems as I am, and who are just as committed to getting better.

The conference offers a variety of learning opportunities, including community advisories, workshops, improvement reviews, and fireside chats, which will allow me to engage deeply with the latest educational insights and strategies.

While I understand the financial commitment involved, I believe that the knowledge and expertise I will gain from this conference will significantly benefit our organization and the students we serve. Therefore, I kindly request your support in terms of financial assistance to cover the conference registration fee, accommodation, and travel expenses. I am confident that the insights and skills I acquire will directly contribute to our educational objectives.

Please find attached a detailed budget estimate for attending the Summit 2026 conference. I am committed to sharing the knowledge and insights gained at the conference with our team and implementing the best practices in our educational programs. Your support will not only benefit me but also our organization and the students we serve.

Thank you for considering my request. Your support will play a crucial role in my professional growth and our organization's success.