

TO: [Supervisor Name]

FROM: [Your Name]

DATE: [Insert Date]

SUBJECT: Approval Request for 5-Sigma Education Conference

I am writing to request approval to attend the 5-Sigma Education Conference, taking place February 21-22, 2020 in Centennial, Colorado.

The 5-Sigma Education Conference offers a unique opportunity for me to rub shoulders and converse with world-changing thinkers and innovators in the educational community. This conference is sure to inspire and motivate educational professionals, as the theme of “Using Agency to Empower Learners: What is Sacred in Education” is addressed in the areas of: curriculum, individualization, technology integration, assessment, classroom space, blended learning, learning excursions, inquiry, and pedagogy.

During this two-day gathering, I'll have the opportunity to tour Anastasis Academy, a remarkable, ground-breaking, inquiry-based school, providing kindergarten through eighth grade students with a superior education, a fully-integrated technology program and individualized curriculum. In addition, I'll have the opportunity to learn from world-changing thinkers and innovators within the education community, and engage with motivational keynote speakers, workshops, and panel discussions that will enhance my own work. Sessions with these educational innovators will broaden my own practice and help me build my professional network. Each session goes beyond inspiration and will challenge me to learn, iterate with others, and launch new approaches to educating students.

At the 5-Sigma Education Conference I look forward to learning more about:

- Student Agency and Learner Profiles
- Inquiry
- UpGraded Assessment
- Freedom in Learning
- Building community and culture
- Classroom environment as a “third teacher”
- How student agency helps students meaningfully engage larger issues like diversity

The sessions I'm particularly interested in are:

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Please check out the conference website at <http://5sigmaeducon.com> for additional information. If this looks like something you may be interested in as well, we can get a discount on tickets purchased together.

The cost to attend the conference includes the registration fee, travel expenses, hotel, and transportation. The total cost for the conference is <fill in the blank>. A detailed cost breakdown is listed below.

Conference Fee:

Additional Learning Excursions:

Airfare:

Transportation:

Hotel:

Meals:

Total:

Credit Hours: The conference represents 16 hours of real time continuing education

Thank you for considering my attendance at the 5-Sigma Education Conference. I'm excited for the chance to look at education through fresh eyes and glean insights and effective approaches to education from some of the "best" in the country.

Respectfully,

Your Name