[Date]

[Your Name]

[Your Address]

[Supervisor’s Name]

[Address]

Dear [Supervisor’s Name],

I am writing to request approval to attend the **Formative Assessment International Conference** from April 12-14, 2022. The conference is hosted by **Learning Sciences International’s Dylan Wiliam Center** and is hybrid this year. I would like to attend:

ONSITE (The Hotel at the University of Maryland, College Park, MD)

ONLINE   
  
Since 2017, this conference has brought together educators from all over the world to learn from the brightest minds in the field of assessment. Single track and free of conjecture, the conference is designed to provide real, actionable strategies and lessons you can use the very next day. It offers many professional learning opportunities for educators and education leaders, including teachers, teacher coaches, PLC leaders, administrators, and superintendents.

This year, the conference will focus on **Equity in Assessment**: **How to Improve Student Outcomes**, which is obviously a pressing concern as we move past the pandemic disruptions.

My goals for the conference are to prepare to make the necessary instructional shifts to help our students succeed in this changing educational landscape AND to expand my professional network.

I’m also quite sure that learning from the nation’s most respected formative assessment authority, Dr. Dylan Wiliam will inspire me to return excited to share my professional development experiences with my colleagues.

What’s Included with My Conference Registration

* 2 Motivational Keynotes
* Multiple Expert-led Breakout Sessions
* Attendance Certificate
* Networking Meetings
* Choice of Live Sessions
* All Conference Materials
* Access to All Recordings for 60 days  
  (Virtual attendees only)

Right now, there is a BONUS offer, for every 5 ONSITE registrations you purchase ($699), we can get an addition 5 VIRTUAL tickets for FREE ($199 value each).

Attendees will be energized by the event, ready to guide students and schools to a whole new level of learning. I am confident this event will do the same for me. Please consider prioritizing funding for this unique professional development opportunity. Government funds (ESSER, CARES, ARP, etc.) can be applied to this event!

I appreciate your support and thank you for considering my request.

Sincerely,   
[Your name]