Copy and paste the email template below to convince your supervisor to send you to a Corwin Institute!

Dear [Supervisor’s Name],

I am writing to request your approval to attend the Corwin [Institute name]. Corwin is a full-service professional development organization offering multi-day impactful events that provide collaborative and collegial learning forums with world-class presenters. These institutes equip educators with the proper tools, ideas, and action plans to make the greatest impact on teaching and learning.

With the guided instruction of industry experts from across the globe, I will walk away with practical solutions and actionable recommendations that can be shared and implemented within our school. Additionally, this will provide a great opportunity to network and collaborate with educators who have had direct experience putting these methods into practice. Corwin Institutes have provided past attendees with a fun, dynamic, and high-energy environment that encourages thought-provoking conversations geared toward improving instructional practices.

This event will allow me to gain an improved understanding of the world’s largest research in what works in K-12 education and translate that research into methods to be used to make a positive impact in the classroom. I would greatly appreciate if you would consider prioritizing the funding for this professional development experience. Attached you will find an itemized list of costs for the event including registration fees, travel costs, hotel costs, as well as an estimate of other daily expenses.

Thank you for continuing to seek out opportunities for improvement in our school and thank you in advance for your consideration of my attendance at this event.

Sincerely,

[Your name]