

Hello *[Name]*,

As a part of our school's work toward improving student achievement, strengthening instructional practices, and fostering a culture of continuous growth, I would like to attend the Arizona K12 Center's 20th Annual Teacher Leadership Institute to better support those endeavors.

I believe this is a great investment in my professional development, which will directly benefit our school's goals. I am requesting permission and funding to attend the 20th Annual Teacher Leadership Institute June 9 and 10 in Phoenix.

This year's theme, Inspiring Excellence, focuses on teacher leadership as a driver of school improvement. These two full days of learning are aligned with Arizona Department of Education's **School Improvement & Accountability Plan** (SIAP) by providing high-quality, research-based professional learning that can directly support student success and teacher effectiveness. This event helps support our school's SIAP goals through:

- **High-Quality Professional Learning:** I will engage in learning that is aligned to the [Arizona Teacher Leader Professional Standards](#) and NEA's [Teacher Leadership Competencies](#), ensuring direct relevance to school and district improvement plans.
- **Capacity Building for Teacher Leadership:** I will gain tools to support sustainable change in instruction, assessment, and school culture.
- **Student-Centered Learning:** Keynotes and sessions address teaching practices to impact all learners, helping me work to close achievement gaps and promote success for all students.
- **Retention and Teacher Morale:** Investing in professional growth fosters job satisfaction, leadership confidence, and a positive school culture, reducing teacher burnout.

This year's event features:

- **Three keynotes** from national leaders in education:
 - [Dr. Michele Borba](#), speaking on building student resilience and academic success
 - [Brandon Fleming](#), speaking on student empowerment
 - [Jessica Vance](#), speaking on inquiry-based leadership and instruction
- **19 workshops and choice sessions**, including these topics:
 - AI tools for your classroom
 - Universal Design for Learning
 - Mathematical thinking
 - Community collaboration
 - And more.

Valued at over \$800, I can attend this summer's Teacher Leadership Institute at \$240 (plus \$370 for accommodations), if I register by the early deadline of March 30, or for \$316 (plus \$45 for accommodations), if I register after March 30.

If you would like to learn more about this professional learning experience, you can visit azk12.org/TLI. I would also love to share my learning with leadership when I return.

Thank you for your consideration!

[Name]