

## Justification Letter for Attending the 2025 SIOP® Institute

Dear \_\_\_\_\_,

I am writing to request approval and financial support to attend the **2025 SIOP® Institute**, taking place **July 22–24 in Kansas City, Kansas**. This in-person professional learning opportunity will deepen my understanding of the **SIOP® (Sheltered Instruction Observation Protocol) Model**, a research-based instructional framework proven to increase academic achievement and language development—especially vital for English learners.

Led by renowned SIOP® author **Dr. Katie Toppel**, the institute offers hands-on strategies for making grade-level content accessible to all students. Participants will also receive the newly released **6th Edition of *Making Content Comprehensible for Multilingual Learners: The SIOP® Model***, a valuable resource to support ongoing learning.

By attending, I will:

- ✓ Learn effective strategies to better support diverse learners.
- ✓ Align instruction with our school/district's goals.
- ✓ Bring back impactful teaching techniques to share with our team.

Event Information:

**Dates:** July 22-24, 2025

**Times:** 9:00 a.m.- 4:00 p.m. CT each day

**Location:** KCKPS Central Office and Training Center, 2010 N 59th ST KC, KS 66104

**Cost:** \$975

By attending the 2025 SIOP® Institute, I will return with innovative strategies, practical tools, and an expanded knowledge of best practices to support multilingual learners. I look forward to sharing these resources with our team and implementing them into daily instructions to strengthen student outcomes. If you would like more information about the institute, please visit <https://www.savvas.com/SIOPInstitute>.

Thank you for your time and consideration.

Sincerely,