

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

I am writing to request your approval to attend the upcoming **2024 SIOP® Virtual Conference** taking place on July 9-11, 2024. The conference focuses on teaching practices to engage all students in meaningful content learning and accelerate students' academic language development. The SIOP® (Sheltered Instruction Observation Protocol) Model is a research based instructional framework proven to bring about statistically significant academic content and language growth. SIOP® is beneficial for all students, but especially vital for English learners.

The SIOP® Virtual Conference provides an excellent opportunity for me to gain insights and knowledge from leading experts and practitioners, as well as network with my colleagues and peers. I am confident that attending this conference will benefit not only the students I serve, but I will be able to bring back new ideas and approaches to share with fellow teachers to support the academic growth of all of our students. Participation in this event will benefit my professional development and positively impact my students' success.

The conference registration fee is \$280 to participate. I will be able to virtually attend live sessions and view recordings of any of the sessions for up to 90 days after the event. Through participating in this event, I will have the chance to learn research-based best practices for supporting Multilingual learners/ English learners. I will be able to gather teaching techniques, tools, and resources to apply to my daily teaching routines and will be able to share what I learn with my colleagues.

I am eager to take advantage of this unique opportunity and make the most of it for my own growth as a teacher and for the benefit of our students. I would be grateful for your consideration and approval of this request.

If you would like more information about the conference, you may find it on the Savvas website at [Savvas.com/SIOP2024](https://www.savvas.com/SIOP2024). Thank you in advance for your consideration.

Sincerely,