Dear [Supervisor’s Name],

I’d like to request approval to attend the InterAct CLASS Summit, hosted by Teachstone in San Diego, CA from April 20-21, 2020.

**What is the InterAct CLASS Summit?**

The InterAct CLASS Summit is an annual event focused on supporting great teaching through the power of classroom interactions. Each year, the Summit brings together hundreds of change-makers from the field of education to share strategies and inspire action across every layer of the educational systems they serve. This year’s theme is Empowering Life-Changing Teachers, and all aspects of the Summit will focus on the ways educational systems can become better at doing just that.

In addition to attending two days of sessions, I’ll have the chance to network and share ideas with 350+ coaches and administrators from across the country.

**What do I hope to learn?**

The presentations I would attend are specifically relevant to our goals here. Session topics include implementation strategies, empowering strong systems, tips for including CLASS in professional development and coaching programs, using CLASS data to drive decision making, and the latest research on the CLASS tool.

I’ll be able to apply what I learn to the following projects:

* [Enter your organization’s goal or project]
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**What does it cost?**

**Registration**: $400 early bird, $550 regular (includes breakfast and lunch both days)

**Hotel**: $229/night plus taxes and fees

**Travel**: [insert your travel cost estimate]

**Total**: [insert your total cost estimate here]

I believe that attending the InterAct CLASS Summit would be valuable for us as an organization, and for my own personal professional growth. Thank you for considering this opportunity.

Sincerely,

[Your Name]