

Dear [Administrator's Name],

I am writing to request approval to attend the 2025 TCEA Elementary Technology Conference (ETC) in Galveston, Texas, from June 15–17. Not only will attending ETC enhance my professional capabilities, but it will also directly contribute to improved teaching practices and student learning experiences in our school.

Here are the key benefits to our school community:

- **Enhanced Curriculum:** The conference offers sessions on STEAM, AI, math, literacy, and more, providing innovative resources directly applicable to our curriculum and learners.
- **Alignment with School and Professional Goals:** ETC aligns with our school objectives, equipping me with knowledge and skills that support our mission and enhance student outcomes.
- **Faculty Growth:** I plan to share actionable tools and strategies from the conference with our team, amplifying its impact across our faculty and supporting peer learning.
- **Cost-Effective Professional Development:** The summer schedule eliminates the need for a substitute teacher, presenting a more financially prudent professional development opportunity.
- **Cutting-Edge Knowledge and Skills:** ETC is an investment in keeping our team up-to-date on the latest best practices, trends, tools, and methods for elementary education. This reflects our commitment to excellence and future-focused learning.

I've included an informational flyer with registration details for your review. Thank you for considering this request. I am eager to discuss how this opportunity aligns with our goals and am ready to provide further details as needed. Please let me know how I can proceed.

Sincerely,