[Date]

[Your First and Last Name]

[School Name]

[School Street Address]

[School City, State, Zip Code]

[Email Address]

[Administrator’s Name]

[Administrator’s School Address]

Dear [Administrator’s Name],

I’m writing to ask for approval [and financial support] to attend the Summer Institute (SI) on Missouri Schoolwide Positive Behavior Support (MO SW-PBS). MO SW-PBS is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. SW-PBS is built on a three tiered model that provides additional behavioral supports to students who are not responding to the tier 1 interventions. The mission of MO SW-PBS is to assist schools and districts in establishing and maintaining school environments where the social culture and behavioral supports needed to be an effective learning environment are in place for all students.

The conference is being held June 19-21, 2018 in Osage Beach, MO at Tan-Tar-A. It is the leading event for educators [or insert your role]. The conference includes three days of learning and networking, including over 70 sessions, a poster session, and a film festival.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects at [School or District Name]:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

Onsite I will have the opportunity to attend sessions presented by and network with professionals, family members, trainers, consumers, researchers and administrators who are involved with and interested in MO SW-PBS. Upon returning from the conference I will submit a report that will include an executive summary, best practice tips, and a set of recommendations to maximize our current SW-PBS and strategies. I can also share relevant information with key personnel throughout our organization in meetings or trainings.

The approximate cost of the conference is [insert your amount]. This includes airfare/transportation [insert], hotel [insert], registration [insert], and pre/post conference workshops [optional – insert amount].

Thank you for considering funding this professional development opportunity. I look forward to your reply. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly they will be!

Sincerely,

**[Sign]**

**[Your Name]**