Dear [Supervisor’s Name],

I’d like to request approval to attend the InterAct Now: CLASS Leadership Summit, hosted by Teachstone. The Summit will be a virtual conference from May 2-4, 2023

**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.

**What are the key benefits?**

In addition to attending 3 days of live, interactive sessions, I’ll have the chance to network and share ideas with over 1,000 coaches and leaders from across the country and around the globe. I’ll keep access to the resources and presentation recordings for an entire year.

**What do I hope to learn?**

The presentations I would attend are specifically relevant to our goals here. Session topics include Diversity, Equity, and Inclusion, Stories of Impact, Using Data to Drive Improvement, CLASS, Content, and Curriculum, and Scale and Systems Planning.

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?**

**The only cost is registration**!

Registration: $150 early bird, or $200 regular registration

I believe that attending the InterAct Now: CLASS Leadership 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]