

elementary  
**TECHNOLOGY**  
— CONFERENCE —  
June 9-11 \* Galveston, TX

Dear [Administrator's Name],

I am writing to request registration for TCEA's 2024 Elementary Technology Conference (ETC) in Galveston, Texas, from June 9-11. 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's research-based content is designed for elementary educators, ensuring I bring back innovative resources directly applicable to our curriculum and learners.

**Support School and Professional Goals:** ETC aligns with our school objectives, promising to equip 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. I would share my learning with my colleagues.

**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 proposal. 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,