Dear <Insert your Supervisor’s Name>,

I would like approval to attend **LRP’s National Institute on Legal Issues of Educating Individuals with Disabilities®** from May 5 - 8, 2024 in Savannah, Georgia. The **National Institute** has been the leader in special education professional development for 45 years. It’s the perfect place for a <insert title> like me to learn from the nation’s most renowned legal experts and special education practitioners.

With more than 35 sessions in topic-focused tracks, I know I will receive top-notch compliance and implementation strategies in the areas of the IDEA, Section 504, Behavior Management and more that I can bring back and use right away to make an impact in the lives of our students, our special education programs and the community.

Here are a few comments from past **Institute** attendees:

“The **Institute** has the most relevant content for current challenges in special education, and always has takeaways that I can immediately apply back in my district.”

*Kim Loy, Supervisor of Compliance, Hillsboro County Public Schools, Tampa, Fla.*

“If you ever spend funds for any professional development, it should be to attend **LRP's National Institute**. Everything you need to learn to be a more proficient special educator is delivered within this 3-day period!”

*Lana J. Tew, Director of Special Education, Cullman County Schools, Cullman, Ala.*

“**LRP’s National Institute** is the best conference I have ever attended! It was very informative and relevant to the special education issues that I deal with on a daily basis.”

*Sheri Roberson, Special Education Supervisor, Putnam County Board of Education, Cookeville, Tenn.*

Upon approval, I plan to attend sessions focused on <XXX> which directly relate to the current challenges our <insert either school or district> is facing. I am seeking approval for the registration and travel expenditures.

If I register now, I’ll receive a registration rate of <XXX>. Here is a complete breakdown of the costs:

Conference Registration: $<XXX>

Hotel: $<XXX>/night for <XXX> nights

Airfare: $<XXX>

Other Transportation: $<XXX>

Meals: $<XXX> (My conference pass includes breakfast every day, lunch on Monday and Tuesday, and refreshment breaks each day)

Total Cost: $<XXX>

Complete information on the **National Institute** is available at [www.LRPInstitute.com](https://www.lrpinstitute.com/). Please consider my request as this conference is an invaluable learning opportunity.

Sincerely,

<Insert your name>