Dear Administrator,

With the goal of helping my students become strong readers and writers, I am requesting permission and funding to attend this summer’s **Literacy Retreat by Smekens Education**.

This two-day workshop has been equipping educators with the latest best-practice strategies every summer since 2006. Throughout six sessions, I’ll learn practical, classroom-ready strategies from literacy expert Kristina Smekens.

Overall topics include:

* Synthesize information from several sources
* Provide writers with prompt & purposeful feedback
* Tempt & tease reluctant readers with Book Talks
* Use annotation to activate & articulate understanding
* Model literacy lessons that move students toward mastery
* Mix mediums to build a balanced reader & writer

After considering the session topics, I hope you will agree that attending the Literacy Retreat will be a transformative opportunity for the following reasons:

**I will learn cutting-edge research rooted in the College & Career Readiness standards.**

When preparing for the Literacy Retreat each year, Kristina Smekens researches the latest trends and educational theory to craft session topics. Each session focuses on relevant areas of student engagement while aiming to improve reading and writing instruction.

**I will be equipped with proven strategies to build strong readers and writers.**

After attending a workshop led by Kristina Smekens, teachers leave excited and ready to apply new ideas in their own classrooms. Best-practice research is brought to life through strategies educators can immediately implement when they return to school.

**I will come away with a rejuvenated passion for teaching.**

Over the course of this year, I have poured myself into my students. Attending the Literacy Retreat will provide a spark in my passion for teaching and equip me with the necessary tools to succeed. I’ll be sharpened by fellow educators who also care deeply about reaching students.

I believe the Literacy Retreat will positively impact my instruction and will benefit each of my students. Thank you in advance for considering this investment into my development.

Sincerely,