Dear Administrator,

With the goal of raising achievement in reading and writing, 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 each session, I’ll learn practical, classroom-ready strategies from author and literacy expert Kristina Smekens.

During the conference, I’ll learn to:

* Boost comprehension by targeting inferring skills all year long [Reading Comprehension]
* Analyze author moves with explicit instruction in reading and writing [Literary Analysis]
* Evaluate the impact of visuals and videos [Media Literacy]
* Target essential writing skills within the content-area classroom [Writing About Reading]
* Foster resilience through reading and writing workshops [Social Emotional Learning]

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 offers innovative ways to improve student engagement while aiming to improve achievement in reading and writing.

**I will be equipped with proven strategies to build stronger 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,