<**Date**>

**Request to Attend the ASN Conference: *Teaching Anti-Racism and Equity Through the Arts***

Dear <<Colleague>>,

The annual Arts Schools Network Conference: *Teaching Anti-Racism and Equity Through the Arts* will be held October 23 – 26, 2023, in Birmingham, Alabama. I would like to attend this highly regarded professional development event because it is an opportunity to receive substantial knowledge directly related to my work. This conference will also allow me the opportunity to meet and network with arts educator colleagues across the US and internationally.

The ASN Conference is an annual education conference recognized for the breadth of educational learning topics delivered by presenters and researchers of exceptional caliber. The conference will offer professional development sessions that help educators to stay abreast of current issues, practices and solutions to the most pressing problems they face in their arts schools or classrooms. The ASN Conference program will allow me to build a custom-learning plan based on the areas of professional development that I need most to build my capacity. I will also have the option to attend a pre-conference day that will allow me to tour arts schools in the Birmingham area and to learn from their programs in action. This conference is beneficial for school leaders, district administrators, all subject-area teachers and learning at the conference sessions and presentations offer opportunities to support literacy, SEL, and other non-arts initiatives.

I believe this is an opportunity to make a solid and timely investment in our students’ success and our school climate. I would receive valuable professional insight and actionable approaches to share with my colleagues. By attending this conference, I will be able to

* Experience the innovative work of arts educators/leaders occurring in states, districts, and schools across the country and internationally that I can adapt to our own practices.
* Participate in essential learning institutes and sessions guided by national experts and thought leaders from universities, arts schools, and arts educational professional organizations around the country.
* Return with strategies from systems/programs that have a track record of success to share with colleagues on how we might implement and sustain these programs others across the school district, including teachers, other campus leaders, and district officials as needed.

Attending the annual Arts Schools Network Conference: *Teaching Anti-Racism and Equity Through the Arts* provides the opportunity to return to **<Insert your school/organization name>** with a plan of action that allows me to be more effective in my service as <**Insert** **your role**> while contributing to our advancement as an exemplary arts program. It is an investment that will benefit me, my colleagues, and my students.

Thank you in advance for consideration of this request.

Sincerely,

**<Your Full Name>**