\*PERSONALIZE THE INFORMATION **[BRACKETS]** IN THE LETTER BELOW. IF NECESSARY, COMPLETE THE ESTIMATED COSTS ON PAGE 2.

[DATE]

Request to attend UnboundEd Standards Institute

<https://www.unbounded.org/standards-institute>

Dear **[School Administrator/District Leader/Colleague]**,

The UnboundEd Standards Institute will be held on June 13—17, 2022 in Los Angeles, CA at the Westin Bonaventure Hotel. I would like to attend this highly regarded professional learning event because it is an opportunity to receive substantial knowledge directly related to my work. It would also be a solid investment in our students’ success and academic growth.

The Standards Institute is an immersive and transformative five-day in-person learning experience. Educators who attend the Standards Institute have conversations about race, examine bias and its role in instruction and learning, and commit to adaptive change within themselves as practitioners while learning practical strategies that can improve instructional practice and leadership in schools and systems.

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 the Standards Institute, I will be able to:

* learn with a group of 30-40 educators for five days led by two of our highly trained facilitators
* gain tools, strategies, and frameworks to enhance instructional classroom, coaching, and leadership practices
* experience transformational keynote speakers
* engage in courageous conversations and open dialogue about implicit bias and structures steeped in racism
* have time with our school/district/network team to reflect on each day of learning and develop next steps to continue the learning at home
* form strategic relationships with like-minded educators leading the movement toward GLEAM™ (grade-level, engaging, affirming, meaningful) instruction

For your convenience, I have attached estimated costs for attending the UnboundEd Standards Institute on the following page. Please consider this worthwhile investment that will offer our **[school/district/other]** returns for years to come. For more information, visit the Standards Institute webpage (<https://www.unbounded.org/standards-institute>).

Thank you in advance for your consideration.

Sincerely,

[Name]

**Estimated Costs for 2022 UnboundEd Standards Institute**

The costs to attend the 2022 UnboundEd Standards Institute are the registration fee, travel expenses, hotel, and a meal per diem.

**Registration for UnboundEd Standards Institute:**

$2,900 per person

The registration fee includes:

* Registration materials
* Entrance into all sessions
* Coffee, snacks, and lunch each day

**Travel Expenses:**

* Airfare **(or mileage if applicable):** **[fill in the blank]**
* Ground transportation to/from hotel**:** **[fill in the blank]**
* Hotel**:** **[fill in the blank]**
* **Additional Meals:** **[fill in the blank].** Coffee, snacks, and lunch each day are included in the registration fee.

**Total Estimated Cost: [fill in the blank]**