\*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 February 6, 2023 – February 10, 2023 in Anaheim, California at the Anaheim Convention Center. 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 attending 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 to 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:

* Attend five days of in-person immersive, coherent learning sessions led by our highly trained facilitators
* Listen to powerful, transformational keynote speakers
* Have courageous conversations and open dialogue about implicit bias and racist structures, with insights and actions to share with colleagues
* Learn tools, strategies, and frameworks to enhance instructional practices
* Get the opportunity to form strategic relationships with like-minded educators leading the movement towards equitable and anti-racist 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 2023 UnboundEd Standards Institute

The costs to attend the 2023 UnboundEd Standards Institute are the registration fee, travel expenses, hotel, and a meal per diem.

Registration for UnboundEd Standards Institute:

$3,000 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]