

Dear [Administrator Name],

I am requesting approval to attend the **41st Annual Southern California Conference for Pre-K, TK, Kindergarten, and First Grade educators**, hosted by the Southern California Kindergarten Conference, Inc., at the Pasadena Convention Center on January 29–30, 2027.

This highly regarded conference is designed specifically for early childhood educators to collaborate, learn, and return to their classrooms with practical, research-based strategies. Sessions focus on English Language Arts and Writing, Math, Science, STEM, STEAM, Play-Based Learning, Classroom Management, Student Engagement, Social Emotional Learning (SEL), Science of Reading, Science of Writing, ELD and Bilingual Education, Special Education and Inclusion, Assessment, Data-Driven Instruction, Community, Belonging, and School Culture, Parent and Family Engagement, Social Studies, Visual and Performing Arts, Fine Motor, Physical Education and Health, Technology, and Desired Results Developmental Profile (DRDP), and more! Nationally recognized keynote speakers and expert presenters will share innovative practices that directly support student achievement and engagement and provide immediate, classroom-ready applications.

Attending this conference will strengthen my instructional practices, expand my professional skill set, and allow me to bring back effective strategies and resources to share with our team. I am committed to applying what I learn and collaborating with colleagues to maximize the impact on our students and school community.

For your review, I have outlined the estimated costs below:

- Registration Fee: [INSERT COST]
- Airfare/Travel: [INSERT COST]
- Hotel: [INSERT COST]
- Food: [INSERT COST]
- Other Expenses: [INSERT COST]
- **Estimated Total: [CALCULATE TOTAL]**

The full registration fee is [INSERT COST], with a reduced rate of [INSERT COST] available if I register by November 20, 2026.

Investing in this opportunity aligns with our school's commitment to continuous improvement and high-quality instruction. I will share key takeaways, resources, and strategies with our staff to ensure the benefits extend beyond my own classroom.

Additional information about the conference can be found at:

<https://www.socalkindergartenconference.org/>

Thank you for considering my request. I would welcome the opportunity to discuss how this experience will benefit our students and school. Please feel free to contact me with any questions.

Sincerely,

[Your Name]