**[Today’s Date]**

Dear **[Your Supervisor’s First Name]**,

In order to ensure that I am providing **[Your School or District’s Name]** and our students with the most up-to-date, evidence-based psychological services, I would like to attend the Texas Association of School Psychologists’ 2023 Annual Fall Convention, taking place on November 2-4, 2023, in Frisco, TX.

As the largest gathering of school psychologists in our state, the convention is an important professional development opportunity. It offers two days of sessions, workshops, mini-skills, and poster presentations that will provide me with skills and strategies to improve the quality of services that our students receive. Continuing professional development documentation is also provided, which is required for me to maintain state licensure as a school psychologist for the district.

By attending the TASP 2023 Annual Fall Convention, I will be able to:

* Attend sessions that will help me address issues that our district is facing.
* Learn strategies and techniques that will give me a new approach for specific cases.
* Collaborate with professionals from around the state to learn what is working in their schools.
* See innovative products and services offered by top education companies in the exhibit hall.

This convention is an enormous value for the money. The registration fee is only $215 for TASP members who register by October 2, 2023. For only an extra $75, I would also be able to attend pre-conference activities on Thursday, November 2. The pre-conference this year has full-day training on trauma-informed practices and sharing assessment results with students and families, both of which are invaluable skills to bring back to our district. Additional costs would include hotel, transportation, and meals, which I have estimated at **[Insert Estimate]**.

It is critical that I take advantage of this opportunity to ensure that I am providing the most effective services to improve student success. If granted the opportunity, I return to our district with important new information that will benefit individual students and our district as a whole. I will also be able to provide professional development to mental health professionals from around the district on current best practices in school psychology.

If you have any questions about the conference or my proposal, please let me know. You can also find additional details on the convention at: https://www.txasp.org/annual-fall-convention-2023

Sincerely,

**[Your Name]**