**Instructions for Use:**

1. **Copy/paste the text to create this letter in the editing program of your choice.**
2. **Fill in your information anywhere highlighted in blue.**
3. **Fill out your estimated costs below.**
4. **Delete this highlighted area.**

**Subject:** Fusion New Orleans Conference | June 25-27, 2025

Dear Supervisor’s Name,

I’m writing to request approval to attend NWEA’s Fusion Denver user conference June 25-27, 2025 in New Orleans, LA. NWEA hosts this annual event that brings together over 1,000 educators and education leaders and invites them to immerse themselves in hands-on workshops, product training sessions, and best practice presentations.

In 2024, the sessions offered numerous opportunities for attendees to learn from NWEA staff and other partners how to maximize their use of NWEA’s assessment solutions in new and innovative ways. Attendees came from across the United States and were from segments K-12, Public, Private and Charter.

Here’s an overview of the benefits of attending:

* **Personalized, competency-based learning** sessions where I can meet and learn from instructors and educational leaders who are transforming teaching and learning with MAP.
* **Hands-on learning** where I can build new skills, bring them back to name of institution, and share with my colleagues.
* **Peer networking** where I can meet, network, and share best practices with other innovative educators committed to elevating achievement.
* **Open learning and collaboration** where I can join other like-minded educators and leaders to share and discuss open learning topics and developments, share content, trends in education technology, and more.
* **Product solutions lab** where I can meet 1:1 with NWEA’s product managers, technical consultants and partner support, learn with peers, and get quick tutorials.
* **Tailored conference sessions** specific to my role and responsibilities, which are led by NWEA staff, instructional content providers and partners.
* **Pre-conference workshops** where I can work closely with NWEA’s professional development team and receive hands-on training using our own MAP Suite data.

Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| Airfare to Colorado: | $ 0.00 |
| Transportation to hotel: | $ 0.00 |
| Hotel (xx nights at $249 + tax | $ 0.00 |
| Meals (xx days at $xx) | $ 0.00 |
| Registration fee: | $ 0.00 |
| **Total estimated cost:** | **$** |

I’m working to get this money set aside in our budget. I’ll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize the return on our current investments in NWEA. I can also share relevant information with key personnel throughout institution name.

Thank you for considering this request. I look forward to your reply.