

Dear [Administrator's/ Supervisor's Name],

I am writing to request approval to attend the **LITconnections: Secondary Literacy Institute**, hosted by Focused Minds Education Group, on **November 17, 2025, at the Robert F. Hatcher Conference Center, Middle Georgia State University in Macon, GA.**

This one-day professional learning opportunity is designed specifically for **grades 6–12 educators and instructional leaders**. The institute provides hands-on, research-based strategies aligned to **Georgia's new ELA Standards** and grounded in the **Science of Reading**.

Key benefits of attending include:

- Practical classroom-ready strategies to improve student engagement and literacy achievement
- Tools and resources for aligning instruction with Georgia's new standards
- Opportunities to collaborate with literacy leaders and colleagues from across the state

By attending, I will return with strategies and tools that directly support our school's instructional goals and literacy initiatives, ultimately helping us **raise student achievement and close learning gaps**.

The registration fee includes breakfast, lunch, and all session materials. Purchase orders are accepted if submitted before **October 27, 2025**.

I am confident that my participation will strengthen my instructional practice and benefit both my students and colleagues. Thank you for considering this request.

Sincerely,
[Your Name]