Dear [your supervisor’s name]: [Date], 2020

I would like to attend the 33rd Annual School Health Services Conference ***“Being a Voice at the Table: ‘Supporting School Health and Safety”,*** June 8th and 9th, 2020 at the Desert Willow Conference Center.

This conference will once again offer participants hands on workshops, a wealth of resources and ideas to incorporate into the provision of safe and quality school health services for Arizona’s students. RN’s, LPN’s, unlicensed assistive personnel, health educators, school administrators and school health services stakeholders are encouraged to attend.

This conference will enable me to attend education sessions that are directly applicable to my work. It will also make it possible for me to build a professional network with school health experts from around the state. The information, resources and tools I expect to acquire will provide our **[insert your place of practice i.e. school, district, agency, etc.]** and the **[insert the population you serve i.e. students at our school, students throughout our district, etc.]** with evidence-based approaches to keeping children healthy and in school so they can learn.

In addition, I will be able to earn up to 12 professional development hours, with emerging trends in student health, evidence based practices, and crucial partnerships to support student success. The educational and networking experiences will allow all who attend skills to garner a seat at the table in securing whole student health and healthy communities.

The quality of School Health Services is directly linked to the providers’ knowledge and level of skills.

The availability of professional development related to practicing in the school setting, benefits the school nurse, school health services staff, and the children and communities served. I would appreciate your consideration in this matter.

Please let me know if you want more information and thank you in advance for your consideration

**Cost breakdown**

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| **Registration (ends May 1, 2020)** |  |
| **Full Conference**2 Days (Friday, Saturday**)**  | $250  |
| **Daily Registration**  | $175  |
| **Lodging** | See website for hotels in the area |
| **\*Meals:** Breakfast, Lunch, Snacks included |  |

Sincerely,