

Date:

Subject: Request to Attend National Best Practices Conference – Transforming Education for ALL

Dear

I am writing to respectfully request approval to attend the **National Best Practices Conference (NBPC)**, scheduled for February 18–21, 2026, in Dallas, Texas. This conference is dedicated to advancing instructional best practices and would provide meaningful professional development that directly supports my growth as an educator and aligns with both district and campus goals.

Benefits to My Role and Our Organization

NBPC offers expert-led sessions focused on effective, research-based instructional strategies. Its greatest value is the broad impact of the best practices presented—they strengthen instruction across all educational programs, including bilingual education, general education, special education, early childhood, gifted and talented, core content areas, and technology integration. These sessions will help me refine and expand the tools I use to support academic success and linguistic development for students at every grade level.

Sharing Best Practices with Our Team

Upon returning, I will share key takeaways, resources, and actionable strategies with our campus and district teams through PLCs, team meetings, or professional learning sessions. This ensures that the knowledge gained benefits not only my professional growth but also supports collective capacity building, instructional consistency, and improved student outcomes.

Networking and Collaborative Learning

NBPC also provides opportunities to collaborate with educators from across the country. Learning from their experiences, discussing solutions to common challenges, and exchanging innovative ideas will strengthen my practice and contribute to our shared instructional goals.

Costs and Logistics

- **Registration:**
 - \$475 for Full Conference (Feb. 18–21)
 - \$395 for Regular Conference (Feb. 19–21)
- **Hotel:** Courtyard Dallas Allen at the Event Center
210 E. Stacey Rd., Allen, TX 75002, (214) 383-1151
Special conference rate: **\$129/night** (valid through February 6, 2026)
- **Funding Source to Consider:**
 - Title I Schoolwide-Campus Improvement
 - Title I-Part A: Improving Basic Programs
 - Title II-Part A: Supporting Effective Instruction
 - Title III-Part A: English Language Acquisition
 - Title IV-Part A: Student Support and Academic Enrichment Grants
 - State Bilingual/ESL Allotment
 - State Compensatory Education (SCE)
 - Special Program Allotments
 - Local Professional Development Funds
- **Workload Coverage:** Arrangements will be made to cover my absence and will I remain accessible for urgent matters to ensure minimal disruption

I am enthusiastic about the opportunity to participate in this impactful professional learning experience. The knowledge and strategies gained will directly support our instructional goals and enhance teaching and learning across our campus. Thank you for considering my request and for supporting ongoing professional growth. Visit www.myNBPC.com to learn more about the conference and speakers.

Warm regards,