Date

Dear <Name of Principal or Supervisor>,

With more and more evidence showcasing the benefits of health and physical education for students in the classroom, I am eager to tell you about an upcoming state professional development opportunity that can improve my teaching skills and lead to better learning in the school for all students. On October 13-15th, my professional organization, the Kentucky Association for Health, Physical Education, Recreation and Dance will be hosting its 2019 Convention in Louisville, KY. The full convention price is only $125 (<http://kahperd.com/convention/register/> ) with single day registration options also available.

As an attendee, I will have an opportunity to gain hands-on experience and learn from national and state experts who will share how I can:

• Meet Kentucky’s new academic standards for health and physical education

• Help students become active learners

• Implement a whole-child approach at our school to ensure students are healthy and ready to learn

• Incorporate practical ideas to infuse more physical activity during the day

• Meet the needs of all students through differentiated instruction

• Maximize opportunities to receive funding under the ​Every Student Succeeds Act

• Meet the needs of all learners to maximize student engagement using the latest technologies

• Create active learning environments that can positively affect a broad range of student social, health, behavioral, and academic needs

Additionally, the scheduled presentations (<http://kahperd.com/convention/agenda/> ) are research and evidence-based and incorporate the most recent findings on best practices. I would appreciate the time to discuss this professional development opportunity and how you can support my attendance.

Sincerely,

<Full Name>

<Title>