Dear [Administrator’s Name],

[I/My team and I] would like to attend a workshop offered by Kagan Professional Development. For more than 30 years, Kagan Professional Development has been a leading provider of teacher trainings designed to boost student learning through full student engagement.

Kagan workshops feature Kagan Structures, scientifically research based instructional strategies. Kagan Structures are step-by-step teaching strategies designed to implement powerful learning principles and boost engagement for all learners. Through cooperative and interactive learning strategies, disengaged students become fully engaged. High achievers are also challenged, motivated, and gain the opportunity to become leaders. While the Kagan Structures are easy to learn and easy to implement, they yield a wide range of positive outcomes including:

* Increased achievement for all groups of students
* Improved social skills and student relations
* Decreased discipline referrals
* Higher self-esteem among students
* Increased liking for school, class, teacher, and content

[I/We] believe this workshop will empower [me/us] with practical and proven tools to improve [my/our] ability to reach and teach students. There is no doubt that the training has direct connections to the teaching skill sets outlined in our teacher appraisal rubrics. The workshop focuses on instructional strategies rather than curriculum and therefore [I/we] will become more effective teaching any curriculum at any grades. [I/We] are confident this will help us meet the demands outlined in the Common Core State Standards, especially the soft skills that are directly linked to college and career readiness.

Attached, please find the registration fees for this workshop. [Include next sentence if workshop includes travel.] Also, please find a detailed breakdown of travel expenses, and estimated daily expenses.] [I/We] respectfully request that you seriously consider funding this professional development experience. Many educators proclaim this Kagan training is the best and most formative training of their teaching careers.

[I/We] appreciate your support in [my/our] quest to enhance our teaching skills and to help [me/us] become more effective in reaching the students in our [school/district]. Thank you in advance for your consideration and continued support.

Sincerely,

[Your name]