Dear <Administrator’s Name>,

I am requesting to attend the 2018 Iowa School Counselor Association (ISCA) Annual Conference, November 4-6, 2018, in Des Moines. The conference theme for this year is “Go the Distance: Stepping Into the Future” and it will offer a number of opportunities and ideas in which school counselors can help students find their way forward. This is the premier event for in-depth school-counseling-related educational sessions. This conference includes 2 keynote sessions, over 45 breakout sessions, networking events, and exhibitors which will allow me to enhance my school counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field.

Breakout session topics include:

* Social Emotional Learning
* Trauma Sensitive Schools
* College and Career Readiness (at all levels)
* Work Based Learning
* Mental Health, Coping Strategies, and Wellness
* Implementing An ASCA (American School Counselor Association) Model Program
* Bullying and Harassment
* Legal and Ethical Issues, Including Transgender Policy Awareness
* LGBTQ Awareness
* Skilled Trades and Apprenticeships
* Sharing Sessions and Idea Exchange

The conference fee is $120 for members before September 30. Registration includes all educational sessions and keynote addresses during the conference, continental breakfast two days, lunch on Monday, and access to representatives from colleges and universities, school counseling publishing companies, careers, human service agencies, and more.

You can find more information about the conference at the Iowa School Counselor Association website: <http://www.iowaschoolcounselors.org/conference>

Here is the breakdown of conference costs:
Transportation: <$xxx>
Hotel: <$xxx>
Meals: <$xxx>
Conference Fee: $XXX
Total: <$xxx>

The content offered for the cost is extremely reasonable, and my attendance at this event would be a wise investment for <school name here>. The contacts I’ll make and the knowledge I’ll gain will be invaluable. Thank you for your consideration.

Sincerely,

<Your Name here>