

**Justification Letter Template**

(adapt as needed)

<*Date>*:

Dear < Name of Principal or Supervisor*>*:

Research has proven that physical education and physical activity provide many benefits for students, including improved concentration, on-task behavior and academic achievement.

To further strengthen my contributions to (our school district’s) health and physical education programs, I would like to take advantage of a professional development opportunity that will support my teaching and ultimately enhance the well-being of our students.

On November 2-3, 2017, the Indiana Association of Health, Physical Education, Recretion, and Dance (AHPERD) — the state’s largest membership organization of health and physical education professionals — will be holding its State Conference in Indianapolis, IN.

At this event, I will have the opportunity to:

* Stay up-to-date on best practices in curriculum and instruction, such as teaching standards-based lessons
* Gather information on the latest instructional and assessment tools
* Understand the role and use of technology in learning experiences
* Learn instructional techniques, activities and assessment ideas for students with disabilities

The scheduled presentations incorporate the most recent findings on best practices, with a focus on strategies to successfully engage students. Many of the sessions will also highlight how to leverage existing resources to enhance our programs at little to no extra cost.

Upon returning from the conference, I would be happy to hold a training session for other staff members to share what I learned.

I would appreciate the time to discuss this professional development opportunity and how you might support my attendance. Please let me know when you are available to meet.

Sincerely,

<Full Name>
<Title>