***[Date]***

Dear ***[add manager’s name]****:*

I would like to attend the PowerSchool University training conference in ***[location]***on ***[enter dates]****.* This event features four full days of training, best practices, and networking opportunities with a community of PowerSchool users and experts. By attending, I will learn valuable solutions, strategies, and techniques to streamline our daily processes and allow us to better utilize PowerSchool.

At PSU, I will work directly within PowerSchool and receive step-by-step, hands-on training throughout every course. Throughout PSU, PowerSchool trainers will also be available to meet with me and answer detailed questions one-on-one. The course catalog has over 50 different classes to choose from. The classes are organized by topic and level of experience, and most of them are eligible for continuing education units. So, my training experience will be tailor-made to suit my role and count towards professional development. As a bonus, I’ll leave PSU with access to the curriculum for the entire course catalog- even for the courses I do not attend.

In addition to optional one-on-one and evening lab assistance, I can select up to 24 hours of hands-on training classes, for up to a total of 28 instructional hours. Below, please find a list of classes I intend to take and how they will help utilize PowerSchool to its fullest potential:

● ***[add course name and how it addresses a need]***

● ***[add course name and how it addresses a need]***

● ***[add course name and how it addresses a need]***

● ***[add course name and how it addresses a need]***

This specialized training will allow me to return to work and immediately implement what I've learned, making it a great return on investment. Not only will I be able to sit down, one-on-one, with PowerSchool Support and review any questions we might have, I’ll also develop better connections with industry experts and peers whom I will be able to call upon throughout the year.

I will submit a report post-conference that will include a summary, major takeaways, tips, and recommendations on how we can better utilize PowerSchool. Thank you for considering this request. If I receive approval now, I can secure a seat in my preferred location. I look forward to your reply.

Regards,