Dear **[Approver’s Name]**,

I am writing to **[request approval/request approval for {#} of employees from our department]** to attend *Exploring the Inquiry Mindset: Cultivating Cultures of Curiosity*, a workshop held January 30-31 in Atlanta, GA. This workshop is led by Trevor MacKenzie, an internationally recognized inquiry expert. By attending the workshop, **[I/our team]** will have the chance to increase **[my/our]** knowledge and incorporate evidence-based guidelines and standards into our classroom practices in Inquiry.

Professional development led by Trevor MacKenzie is a powerful opportunity to enrich teaching practice. Structures, routines, practices, and information from pre-K to grade 12, from a variety of contexts and schools around the world will be shared. Classroom teachers, administrators, coordinators, coaches, supervisors, college professors, and preservice teachers can all benefit from the sessions and learning at this event. The sessions are designed to simultaneously inform participants of the ***what*** of inquiry while immersing them in experiences that reflect the ***how*** of inquiry. This is professional development that sticks. Trevor’s offering is mindfully designed to be highly interactive, immediately implemented, and high-yield when it comes to impacting student learning, student agency, and teacher efficacy.

Trevor is a part-time high school teacher in Victoria, British Columbia, Canada. His research, consultancy, and authorship have reached all parts of the world as he works with schools, districts, organizations, and ministries and departments of education in a variety of contexts. Trevor’s areas of expertise are policy advising, curriculum development, professional development, and systems change. He has four publications: *Dive into Inquiry; Inquiry Mindset Elementary Edition; Inquiry Mindset Assessment Edition*; and *Inquiry Mindset Questions Edition* all published by Elevate Books Edu. These four publications are globally recognized as “must-reads” to truly understand inquiry-based teaching and learning.

Trevor is a highly-regarded speaker known for his heartfelt storytelling, kind demeanor, and person-first philosophy. His graduate research focused on identifying and removing the barriers to implementing inquiry-based learning in the K-12 setting. He has vast experience supporting schools across several years in implementation strategies in public schools, international schools, and International Baccalaureate programmes (PYP/MYP/DP).

Participants who attend this professional development workshop will

• improve their knowledge and skills with regards to inquiry-based learning and student-centered assessment

• gain insights by connecting and sharing with like-minded educators

• collect free resources that will keep students engaged and excited to learn

• learn from an expert in the field about other schools around the world engaged in similar work

**<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>**

The registration price for the workshop is $595. Note: light breakfast, lunch, and snacks/beverages for both days are included in the registration fee.

**<You will need to insert your travel cost numbers here>**   
Here is the breakdown of conference costs:   
Roundtrip Airfare: <$**xxxx**>   
Transportation: <$**xxxx**>   
Hotel: <$**xxxx**>

Thus, the total costs associated with attending this conference are: <$**xxxx**>.

I am confident that the investment in **[my/our team's]** attendance at this conference will yield substantial returns in terms of professional development, opportunities for collaboration, and actionable, innovative insights that can enhance our students’ everyday experiences.

I am available to further discuss this request at your convenience. Thank you for considering this professional development proposal, and I look forward to your positive response.

Sincerely,

**[Your Name]**