

GET YOUR TRIP APPROVED

Request letters

Four versions of a letter asking your principal to approve the conference. Each one leads with a different reason to say yes. Pick the version that fits, copy it into an email or document, and replace every [highlighted placeholder].

WHICH LETTER FITS?

OPTION 1

Classroom impact

Use this when your principal judges professional learning by its effect in the classroom.

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OPTION 2

Budget and value

Use this when funds are tight or your principal reviews requests by cost first.

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OPTION 3

Team attendance

Use this when three or more colleagues want to attend and one person is writing for the team.

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OPTION 4

Goals and share-back

Use this when requests are approved against a school improvement plan or a PD plan.

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HOW TO USE THEM

STEP 1

Total your trip on the **cost worksheet** so every number in your letter is ready.

STEP 2

Choose a letter, copy it, and fill in each placeholder. Delete the options in brackets that don't apply.

STEP 3

Send it early. Approval can take a few weeks, and early pricing ends **November 15**.

KEY DATES

Nov 15

Early pricing ends

Jan 15

Preconference price rises after this date

Jan 25

Discounted hotel rate ends

Feb 1

Registration closes

Feb 19 to 21

Preconference Friday, conference Saturday and Sunday

Prefer to build it online? The letter generator on the conference page asks a few questions and writes a finished letter with today's prices added in. Find it at cpm.org/teacher-conference.

OPTION 1 OF 4

Classroom impact

Use this when your principal judges professional learning by its effect in the classroom.

Subject: Request to attend the CPM Teacher Conference, February [19 to 21 / 20 and 21]

Dear [Principal's name],

I'd like to request approval to attend the CPM Teacher Conference on February [19 to 21 / 20 and 21], 2027, at the Hyatt Regency San Francisco Airport. It is the one conference built entirely around the curriculum my students use every day.

Sessions are hands-on and led by CPM authors, teachers, and coaches, so I can use what I learn in my classroom the following Monday. Right now my students [specific challenge, such as relying on me instead of their team, or losing confidence on multi-step problems]. I plan to attend [specific session titles or topics], which address that directly and connect to [a student outcome the team is working on].

The keynote speakers are Vanessa Vakharia, whose work focuses on building students' confidence in math, and Howie Hua, who is known for making math joyful and accessible. The full program is at cpm.org/teacher-conference.

The main conference runs Saturday and Sunday, so [I won't miss any instructional days / I'd only need a substitute for Friday, February 19, for the preconference].

ESTIMATED COST

Registration (full conference) \$415 through November 15, \$477 from November 16 to January 15, \$525 from January 16 to February 1

Preconference (optional) \$238 through January 15, \$274 from January 16 to February 1

Hotel \$ [amount] for [number] nights at the conference rate

Travel \$ [amount]

Substitute coverage \$ [amount] for [number] day / none needed

Estimated total \$ [amount]

When I return, I'll try [number] strategies with my classes and share what worked, along with the session materials, at [a PLC meeting, department meeting, or PD day].

Early registration pricing ends November 15, so I'm hoping to have a decision by [date]. Thank you for considering this. I'm happy to talk through any questions.

[Your name]

OPTION 2 OF 4

Budget and value

Use this when funds are tight or your principal reviews requests by cost first.

Subject: Request to attend the CPM Teacher Conference (estimated cost: \$ [amount])

Dear [Principal's name],

I'd like to request approval to attend the CPM Teacher Conference on February [19 to 21 / 20 and 21], 2027, at the Hyatt Regency San Francisco Airport. The estimated total is \$ [amount], and I've looked for every way to keep that number down.

ESTIMATED COST

Registration (full conference)	\$415 if I register by November 15, which saves \$62 over the regular rate of \$477
Preconference (optional)	\$238 if I register by January 15, which saves \$36 over the later rate of \$274
Hotel	\$ [amount] for [number] nights at the conference rate (discounted through January 25, 2027) [shared with a colleague]
Travel	\$ [amount] [carpooling with a colleague]
Substitute coverage	\$ [amount] for [number] day / none needed
Estimated total	\$ [amount]

A few things make this a good use of the budget:

- The main conference runs Saturday and Sunday, so [there is no substitute cost and no lost instructional time / the only substitute day is Friday, February 19, for the preconference].
- Sessions are built around the curriculum we already teach, so there is nothing new to purchase to put it into practice.
- If three or more of us register together, each person saves another \$50, which brings early registration down to \$365 each.

[Optional: This could be covered by (funding source, such as Title II, Part A, or site professional development funds).]

Sessions are hands-on and led by CPM authors, teachers, and coaches. I plan to attend [specific session titles or topics], which connect to our [school goal or PLC focus]. The full program, including keynotes from Vanessa Vakharia and Howie Hua, is at cpm.org/teacher-conference.

When I return, I'll share what I learned and the session materials with our math team at [a PLC meeting, department meeting, or PD day], so the cost benefits the whole department.

To lock in the early rate, I'd need a decision by [date]. Thank you for considering this. I'm happy to talk through any questions.

[Your name]

OPTION 3 OF 4

Team attendance

Use this when three or more colleagues want to attend and one person is writing for the team.

Subject: Request for our math team to attend the CPM Teacher Conference

Dear [Principal's name],

[Names of colleagues] and I would like to request approval to attend the CPM Teacher Conference together on February [19 to 21 / 20 and 21], 2027, at the Hyatt Regency San Francisco Airport.

Going as a team matters more than going individually. With [number] of us there, we can split up across sessions, cover more of the program, and come back using the same strategies across [courses or grade levels]. That consistency is hard to build when one teacher attends alone and tries to pass it along afterward.

The conference is built around the curriculum we already teach, and sessions are hands-on and led by CPM authors, teachers, and coaches. Between us we plan to cover [specific session titles or topics], which connect to our [school goal or PLC focus]. The keynote speakers are Vanessa Vakharia, whose work focuses on building students' confidence in math, and Howie Hua, who is known for making math joyful and accessible. The full program is at cpm.org/teacher-conference.

Registering as a group of three or more also saves \$50 per person.

ESTIMATED COST PER PERSON

Registration (full conference)	\$365 with the group discount if we register by November 15 (or \$415 without it)
Preconference (optional)	\$238 through January 15
Hotel	\$ [amount] for [number] nights at \$205 per night (discounted through January 25, 2027), sharing rooms
Travel	\$ [amount], carpooling
Substitute coverage	\$ [amount] for [number] day / none needed
Estimated total per person	\$ [amount]
Estimated total for the team of [number]	\$ [amount]

The main conference runs Saturday and Sunday, so [none of us will miss instructional days / we'd only need substitutes for Friday, February 19, for the preconference].

When we return, we'll bring a shared plan to [a PLC meeting, department meeting, or PD day]: the [number] strategies we want to use across the department, plus session materials for colleagues who could not attend.

Early registration pricing ends November 15, so we're hoping to have a decision by [date]. Thank you for considering this. We're happy to talk through any questions.

[Your name], on behalf of [team or department name]

OPTION 4 OF 4

Goals and share-back

Use this when requests are approved against a school improvement plan or a PD plan.

Subject: Request to attend the CPM Teacher Conference in support of [school goal]

Dear [Principal's name],

Our [school improvement plan, PD plan, or PLC focus] names [goal, such as increasing student discourse in math or raising achievement in Algebra 1] as a priority this year. I'd like to request approval to attend the CPM Teacher Conference on February [19 to 21 / 20 and 21], 2027, at the Hyatt Regency San Francisco Airport, because it speaks directly to that goal.

The conference is built around the curriculum we already teach. Sessions are hands-on and led by CPM authors, teachers, and coaches. I plan to attend [specific session titles or topics], and I chose each one because it connects to [goal]. The keynote speakers are Vanessa Vakharia, whose work focuses on building students' confidence in math, and Howie Hua, who is known for making math joyful and accessible. The full program is at cpm.org/teacher-conference.

Here is what the school gets back:

- Before the conference, I'll send you the sessions I plan to attend so you can suggest any you would like covered.
- Within [two weeks] of returning, I'll lead a [20-minute] share-out at [a PLC meeting, department meeting, or PD day].
- I'll put the session materials in [shared drive or folder] for the whole math team.
- I'll send you a short written summary, and I'll report back by [date] on how [number] strategies worked in my classes.

ESTIMATED COST

Registration (full conference)	\$415 through November 15, \$477 from November 16 to January 15, \$525 from January 16 to February 1
Preconference (optional)	\$238 through January 15, \$274 from January 16 to February 1
Leading Together (optional, for coaches and leaders)	\$50 add-on; free when bundled with the Foundations for Coaching preconference
Hotel	\$[amount] for [number] nights at the conference rate
Travel	\$[amount]
Substitute coverage	\$[amount] for [number] day / none needed
Estimated total	\$[amount]

The main conference runs Saturday and Sunday, so [I won't miss any instructional days / I'd only need a substitute for Friday, February 19, for the preconference].

Early registration pricing ends November 15, so I'm hoping to have a decision by [date]. Thank you for considering this. I'd welcome the chance to talk through how it fits our plans for the year.

[Your name]