{**Date}**

**Request to Attend EDxEDNYC 2019**

**www.edxednyc.com**

Dear {**principal’s name}**,  
  
I would like to attend EDxEDNYC 2019 — a Professional Learning Conference for Educators by Educators, June 6, 2019, in New York City. EDxED is an annual education conference for educators by educators from Hudson High School of Learning Technologies in New York City. This Professional Learning conference from the New York City Department of Education features relevant professional development content for all educators — including subject-area teachers, school administrators, physical education teachers, librarians, counselors and arts teachers! The mission of the EDxEDNYC Professional Learning Conference, designed for educators by educators, is to share best practices of pedagogy within and beyond the classroom, to network with other innovative thinkers and to continue conversations on student engagement, innovation, technology, instruction, fostering discussion, questioning, reflective leadership and design-thinking within our schools. EDxEDNYC welcomes hundreds of educators from around the country each June to Hudson High School of Learning Technologies in the Chelsea neighborhood of Manhattan.

I am seeking permission to leave our building and attend this conference on June 6, 2019. Tickets to this event are free, and I will receive a PD certificate to certify my attendance at the end of the conference day.

The sessions and learning session themes include Student Voice, Technology, Instructional Opportunities, Innovation in Leadership, Social-Emotional Learning and Student Voice. This conference will benefit my practice by… {Insert the benefits or lessons here. Eg. improve leadership skills, learn new teaching methods, networking, etc.**}**

EDxEDNYC also welcomes whole schools and groups, and provides break-out rooms for schools that would like to include private PD sessions during the day. EDxEDNYC is also offering an optional Coaching Package for schools who would like to attend EDxEDNYC. Coaching package schools receive priority registration for the conference, a Hudson HSLT Coach that meets with our school to choose a coaching lens, and a coach who visits our school and hosts a visit to Hudson HSLT. Lastly, our coach will host a PD session at EDXEDNYC tailored to our school. To find out more or apply for the EDxEDNYC Conference Coaching package, we simply need to e-mail [edxed@hudsonhs.com](mailto:edxed@hudsonhs.com). Individuals or groups are welcome to propose a conversation session for EDxEDNYC 2019. Our sessions are not typical conference presentations, but rather conversations where all attendees share ideas and best practices.

I thank you for your time and consideration.

<**Your Name Here**>