**Support Professionals Program Justification Letter**

<Date>

Dear <*Name*>,

In line with our district’s goals, I request your approval to submit an application for the Illinois ASBO’s Support Professionals Program. This is one of the best sources of professional development available in Illinois for school support professionals and I believe it will greatly bolster our district’s success.

Through this program, I will be able to learn about <*insert topic here>,* which will help with the <*insert current project*>. I am also interested in exploring new <*insert topics here>* as well as best practices and new strategies to better help me in my role.

Below are some of the offerings in the program that I believe will prove applicable to our district’s administrative processes:

* *<Seminar 1>*
* *<Seminar 2>*
* *<Seminar 3>*

There are several other tangible benefits to joining the Support Professionals Program:

* **I will learn new skills and share them with my coworkers**. I will make a concerted effort to share what I learn through this program. I plan to <*insert plan*>.
* **I will help our district stay current with school policy and legislative issues which will positively impact student achievement.**
* **I will make connections.** I will network with peers to understand how other school districts are handling common issues.

Attending the required events will cost approximately <*insert cost*> over *<insert # of years to complete the program>*.

I believe that my enrollment in this program is an investment worth making. I respectfully request the opportunity to discuss my enrollment in the Illinois ASBO Support Professionals Program with you. Thank you for your consideration!

Sincerely,

<*Your Name*>