Inclusion in Action 2027 / Justification Letter Sample

Dear _____,

The Inclusion in Action 2027 Conference will take place February 11 – 12, 2027 at the Kauffman Foundation Conference Center in Kansas City, Missouri. Professional development and networking with fellow teachers, school leaders and paraeducators is imperative as I continue to grow as an educator. Attendance and participation in this conference will help me develop new skills and learn best practices related to inclusive education. I expect to be able to meet the learning needs of a broader range of students. I also will have the opportunity to build relationships with inclusive education experts and learn about resources that will improve students' success. I am seeking use of Title II-A for my registration fees and other travel-related expenses. As you are aware, Title II-A may be used to pay for the "secular, non-ideological" sessions that the participant attends. Funds may be used for registration as well as travel, lodging and other daily expenses.

While there are over 24 professional development sessions, 4 roundtables and 4 networking lunches to choose from, I want to attend: _____
_____
_____
_____
because_____
_____
_____

The Inclusion in Action 2027 Conference preliminary program lists all of the confirmed sessions as of November 1, 2027. (firefoundation.org/inclusion-in-action-conference-2027) I have detailed the cost breakdown below and estimated the cost of my attendance at _____. I appreciate your support. Here is the breakdown of my Inclusion in Action 2027 Conference attendance expenses.

Airfare: _____

Transportation: _____

Hotel: _____

Meals: _____

Conference Fee: _____

Total estimated Inclusion in Action cost: _____

Thank you,

<signature>