



Dear _____

I am writing to request approval and funding to attend the 8th Annual Dual Language Symposium on Multilingual Education hosted by the Wisconsin Center for Education Products and Services (WCEPS) and Roosevelt University. This event offers an exceptional opportunity for educators, leaders, and institutions of higher education to collaborate with nationally recognized experts and colleagues who are dedicated to advancing multilingual education.

Attending the symposium will allow me to gain practical strategies and research-based approaches that I can immediately apply in my classroom to strengthen instruction, support our multilingual learners, and align with our district's goals for equitable and effective education. The sessions are designed to enhance instructional practices, improve student outcomes, and build capacity within schools to meet the diverse linguistic needs of our students.

Funding Opportunities

Participation in this symposium qualifies as professional development, which is often an allowable—and in some cases required—use of funds through multiple federal and state programs. Potential funding sources include:

- Title I
- Title II
- Title III
- Migrant Education
- Professional Development allocations
- Federal School Improvement Funding / CSI Funding

In addition, local or state funds designated for professional learning may also be available. The symposium accepts school purchase cards, purchase orders (POs), and other institutional payment methods, making registration straightforward.

Why This Matters

Investing in professional development through conference attendance ensures that educators remain current with best practices and evidence-based strategies that directly benefit our multilingual learners. My participation will not only support my own growth but will also contribute to our broader school and district initiatives focused on improving outcomes for all students.

Thank you for considering this request. I am confident that the insights gained from the Dual Language Symposium will have a lasting, positive impact on our students and instructional community.

Sincerely,

PRESENTED BY

