***[Date]***

Dear ***[add manager’s name]:***

I would like to attend the PowerSchool University (PSU) Educators Remote online training offered from ***[enter dates]***. This virtual event features flexible training options during June and July, best practices, and networking opportunities with a community of teachers that use PowerSchool solutions. By participating, I will learn valuable skills, strategies, and techniques to streamline our daily processes and allow us to better utilize our PowerSchool products.

The cost of this event is ***[enter cost]*** per person and includes:

* Up to 27 hours of weekly remote instructor-led sessions hosted by our PowerSchool certified trainers and consultants
* Access to a unique learning path in Customer Education Campus with PSU and PD+ digital curriculum for a variety of PowerSchool solutions
* Access to the digital curriculum for a year so that I can continue learning throughout the school year
* An opportunity to earn 1 continuing education unit (CEU) from an accredited university after completing 15 hours of training

The classes are organized by topic and level of experience, and most are eligible for continuing education units. So, my training experience will be tailor-made to suit my role and aid in professional development.

Below, please find a list of classes I intend to take and how they will help utilize PowerSchool to its fullest potential:

* ***[add course name and how it addresses a need]***
* ***[add course name and how it addresses a need]***
* ***[add course name and how it addresses a need]***
* ***[add course name and how it addresses a need]***

This specialized training will allow me to return to work and immediately implement what I've learned, making it a great return on investment. I’ll also develop better connections with industry experts and peers whom I will be able to call upon throughout the year.

Thank you for considering this request.

I look forward to your reply.

Regards,