**[Date]**

Dear **[Manager’s Name]**,

I would like to attend the PowerSchool University (PSU) Educators Remote online training, offered from **[enter dates]**. This virtual event provides flexible training options throughout June and July, along with best practices and networking opportunities with a community of educators who use PowerSchool solutions. By participating, I will gain valuable skills, strategies, and techniques to streamline our daily processes and help us 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 certified PowerSchool trainers and consultants
* Access to the event’s digital curriculum—including sessions I do not attend—for one year
* Access to a sample of PD+, PowerSchool’s online self-paced eLearning platform, also available for one year
* Eligibility to earn one Continuing Education Unit (CEU) after completing 15 hours of training
* Hands-on practice in a dedicated training environment that mirrors real-world PowerSchool usage
* Practical takeaways and step-by-step guidance designed to support immediate application back at work

The event offers classes organized by topic and skill level, allowing me to focus on content relevant to my role and professional goals. Below is a list of classes I plan to take, along with how each will help me maximize our use of PowerSchool solutions:

* **[Add course name and how it addresses a need]**
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This specialized training will equip me with practical skills I can apply immediately, providing a strong return on investment. It will also allow me to build lasting connections with industry experts and peers—resources I can rely on well beyond the event.

Thank you for your time and consideration. I’m confident this opportunity will bring lasting value to our team, and I look forward to your response.

**Regards,**  
**[Your Name]**