

UFLI Academy “Convince Your Boss” Sample Language

Dear <Insert Supervisor’s Name>,

I am writing to request approval to attend UFLI Academy in <Insert Location> on <Insert Dates>. UFLI’s mission, and the overall goal of UFLI Academy, is to give educators the knowledge, skills, and resources they need to help their students become proficient, confident readers. As an educator committed to strengthening my practice with UFLI Foundations, this three-day, professional learning conference offers a valuable opportunity to learn directly from the UFLI team.

At UFLI Academy, I will gain:

- **Research-Based Knowledge:** Evidence-aligned practices for effective reading instruction grounded in the Science of Reading.
- **Program Expertise:** Comprehensive training in the UFLI Foundations program, materials, and lesson routine.
- **Instructional Strategies:** Progress monitoring, small-group support, and intervention strategies to meet diverse student needs.
- **Implementation Skills:** Practical guidance on how to implement UFLI Foundations with fidelity.

In addition to building knowledge about reading development, UFLI Academy offers:

- **Direct Support:** Individualized guidance from the UFLI team.
- **Collaboration:** A community of educators engaged in similar literacy journeys.
- **Knowledge Sharing:** Tools for bringing new strategies and practices back to colleagues.
- **Professional Growth:** A certificate for professional development hours, contributing to my growth goals and our school’s literacy initiatives.

Attending UFLI Academy will benefit our school community by equipping me to deliver stronger reading instruction and support improved literacy outcomes. I am committed to sharing what I learn with colleagues to amplify the impact of this experience.

Thank you for considering my request.

Sincerely, <Your Name>