

# SAMPLE LEAVE REQUEST

EduFest WA Geraldton Professional Learning Day

## Need Help Getting Approval To Attend EduFest WA?

We've created this template to help you out! Feel free to copy and paste the template below to craft a persuasive email to your leadership.

New message



To

Subject Leave Request | EduFest WA Geraldton Professional Learning Day

Hi [Insert Name],

I hope this email finds you well. I am writing to request approval to attend the upcoming EduFest WA Geraldton Professional Learning Day. As an educator committed to professional development and staying ahead of innovative practices to engage my students in their learning, I believe that attending this professional learning day would greatly benefit both myself and our school community.

The EduFest WA program will see me working through the design thinking process, as I hear from speakers, showcase my ideas, and build sustainable partnerships with industry and the broader community. By working collaboratively with colleagues across sectors, I will use the opportunity to redesign curriculum, create impactful initiatives for our community, and craft innovative learning experiences for my students. I believe that by attending this event, I will gain valuable insights into emerging trends and innovative teaching methodologies, and bring back tools and strategies to better prepare our students for the future.

Attending EduFest WA will provide me with opportunities to:

- Hear about the trends shaping the workforce our students are preparing for
- Learn about the latest approaches to engage students in their learning
- Participate in hands-on workshops and sessions focused on innovative teaching practices
- Explore opportunities for our school community to create impactful opportunities for our students

I have reviewed the EduFest WA Program and I can see clear links to AITSL standards with particularly strong links to standards 3.1, 3.2, 3.3, 3.4, 3.6 as well as standards 5.1, 6.2, 6.3, and 7.4. To ensure that the benefits from this event are felt across the school community, I plan to share my insights with our team through a professional learning session after the event.

I kindly request your approval to attend EduFest WA and I would be happy to provide any additional information you require regarding the event.

You are welcome to explore the conference program here: [www.edufestwa.com/geraldton](http://www.edufestwa.com/geraldton)

Thank you for considering my request.

Warm regards,

[Your Name]  
[Your Position]  
[Your Contact Information]



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