Dear (School Administrator/Coordinator)

I am sure you remember your first years as a new educator and how extremely important it is to explore opportunities for professional development. I am interested in participating in the “[**New School Counselor Institute**](https://dese.mo.gov/college-career-readiness/school-counseling),” held at the [**Holiday Inn Executive Hotel**](https://www.ihg.com/holidayinn/hotels/us/en/find-hotels/select-roomrate?fromRedirect=true&qSrt=sBR&qIta=99801505&icdv=99801505&qSlH=COUCC&qCiD=01&qCiMy=062024&qCoD=03&qCoMy=062024&qGrpCd=NSC&setPMCookies=true&qSHBrC=HI&qDest=2200%20I-70%20Drive%20S.W.,%20Columbia,%20MO,%20US&srb_u=1&qChAge=&qRmFltr=) located in Columbia, Missouri. It would be an honor to attend this three-day seminar to provide me with the network and support I need as I (begin/transition) my career as a school counselor at (School Name). I am writing to request funding to register for the **“**[**New School Counselor Institute**](https://dese.mo.gov/college-career-readiness/school-counseling)**”** held on **July 1-3, 2024**.

This institute is designed and facilitated by the Department of Elementary and Secondary Education, a highly esteemed organization that invests in school counselors, administrators, and other educators’ professional growth and advancement. The cost to attend this conference will be a **$25.00** non-refundable registration fee in a form of a check. This required registration fee is due by **June 5, 2024,** for **ALL** participants. Please send check to the address on registration application. NO PURCHASE ORDERS ACCEPTED.

By attending this event, I will be better prepared to:

* Learn and identify Tier I counseling lessons that enhance student performance and engagement
* Lead and build confidence in students by facilitating small groups and other Tier 2 supports
* Establish habits and self-care practices that I can integrate daily while in my new career
* Explore veteran school counselors’ expertise who have 10 plus years or more in the field of school counseling
* Acquire skills to develop activities and programming within each of the three domains of school counseling (academic, social/emotional and career exploration)
* Advocate for my professional role and the school counseling program at our school
* Build good rapport with my professional colleagues, students, administration, and parents in the school community that are vital parts of the implementation of the Missouri Comprehensive School Counseling Program

I am excited to learn from veteran school counselors in the State of Missouri. I look forward to strengthening my pedagogy and skills to enhance my school counseling program at (School Name.) This investment will help me increase my performance and success in my first year of school counseling. This opportunity helps me grow and empowers all students in my school community. As I serve (School Name), I want to be able to positively impact student outcomes through present and future implementation of the Missouri Comprehensive School Counseling Program.

This letter requires your administrator or coordinator permission to attend and secure payment.

Principal/Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

(Name/Credentials)