**Justification Letter to Attend Louisiana Association of Health, Physical Education, Recreation and Dance (LAHPERD) State Convention**

**Sample Email to Request Approval**

**Subject:** Request to Attend the LAHPERD Annual Conference

Dear [Name of Principal or Supervisor],

With growing evidence supporting the role of health and physical education in student success, I’d like to share an upcoming professional development opportunity that will enhance my teaching as a [health/physical educator] and directly support our school’s learning environment.

From November 5–7, 2025, in Baton Rouge, the Louisiana Association for Health, Physical Education, Recreation, and Dance (LAHPERD) will host its annual State Convention. This event convenes educators from across the state—including Louisiana’s Health and Physical Education Teachers of the Year—and features hands-on sessions led by leaders in our field.

By attending, I will gain skills and resources to:

* Help students meet local, state, and national health and PE standards.
* Support academic achievement through strategies that promote engagement and readiness to learn.
* Apply a whole-child approach to education, ensuring students are healthy, active, and focused.
* Share practical tools for integrating physical activity across the school day.
* Address diverse student needs through differentiated instruction and inclusive practices.

The sessions are grounded in evidence-based research and highlight current best practices for effective instruction. Additionally, I expect to bring back cost-effective strategies to strengthen our existing programs without adding financial strain.

I would welcome the opportunity to speak with you further about this professional development opportunity and how your support in my attendance could positively impact my teaching and our students’ overall success.

Thank you for your consideration.

Sincerely,

**[Your Full Name]**
**[Your Title]**