

## Sample Justification Letter

Use this as a guide for a Justification Letter for Your Supervisor in requesting professional leave:

<date>

Dear <Supervisor's name>,

I would like to attend the South Carolina Association of School Librarians' Conference in Columbia, SC, on March 5-7, 2020. The South Carolina Association of School Librarians (SCASL) is the only state organization advocating for the needs of school librarians. This conference is the only one in our state with professional development created primarily for school librarians. The theme of this year's conference is "Read, Imagine, Create @ Your School Library!"

The conference is designed to give attendees a better understanding of how the school library program and the school librarian play an integral role in student learning and achievement through reading, information processing, imagining and creating.

Attending will also allow me to network with a variety of school librarians, administrators, educators, and authors. A detailed cost breakdown is included below.

Registration Fee*	_____
Preconference Sessions	_____
Hotel	_____
Meals	_____
Mileage	_____ (_____ miles x _____ per mile)
<b>Total:</b>	_____

### Registration includes:

- Keynote speaker: Gina Seymour, author and national speaker, named to Library Journal's Movers & Shakers (2017) list as a "Change Agent" and author of Makers with a Cause: Creative Service Projects for Library Youth (2018)
- Keynote speaker: Tamara Cox, SC Librarian of the Year
- Keynote speaker: David Biedrzycki, national award-winning children's author
- Special guest: Kathryn Roots Lewis, Past President of the American Association of School Librarians (AASL)

- Special guest: John Schu, one of the contributors to The Creativity Project: An Awesomeatastic Story Collection, and is the Ambassador of School Libraries for Scholastic Book Fairs
- Assorted authors across all grade levels
- Concurrent sessions on a variety of topics presented by SC school librarians and national education experts
- Thursday evening Networking Reception with attendees and special guests

The opportunity for me to grow professionally, develop better contacts and gain knowledge makes my attendance at the SCASL Conference essential to my position. Thank you for considering this wonderful opportunity for myself and our <school, school district, university, etc.>!

For more information on the conference and the South Carolina Association of School Librarians, visit <http://scasl.net>.

Sincerely,

<your name here>

\*Early bird registration fee expires on Jan. 31, 2020