

Dear _____,

In order to better serve our multilingual learners, I am interested in participating in a professional learning event sponsored by the _____ [name of state education agency].

Our state is one of the 42 members of the WIDA Consortium. This means that educators in our state have access to research-based standards, instructional supports, professional learning, and assessments for teachers of multilingual learners.

I am requesting time to participate in the Virtual Facilitated Workshop, _____ [name of Workshop] between _____ [start date] and _____ [end date]. Virtual Facilitated Workshops are facilitated by a WIDA Professional Learning Specialist to a select number of educators.

This professional learning event:

- **Is research-based**
- Contains **strategies and resources** educators can put into use immediately
- Only requires a **WIDA Secure Portal login** and a working internet connection
- Is completely **free**

The attached flyer lists additional details about the Workshop including specific dates and times of any synchronous online meetings and the requirements to receive a certificate. For more information on WIDA eLearning, visit <https://wida.wisc.edu/grow/us-based-pl/elearning>

I hope you will consider this request and grant approval for me to participate.

Sincerely,
