[Date]

Dear [insert name],

I’d like to kindly ask your approval to use the following courses towards my required [continuing education units (CEUs) / professional development hours (PDHs)]. This online professional development series provides educators with the opportunity to learn from working professionals in the field, experts on educational best practices, and firsthand demonstrations. The curriculum places a strong emphasis on social emotional learning (SEL), which directly aligns with the values at [organization name]. The insights and practices presented in this series are exactly what I need to offer a top-notch educational experience to my students - both with and without developmental disabilities.

Here is a short overview of the four courses. While the titles specify teaching for students with developmental differences, keep in mind that the strategies taught throughout these courses, as well as the library of included activities and lesson plans, are appropriate for general education classrooms, music classrooms, therapy sessions, and special education classrooms alike. People Like Us (PLU) offers ways to advance and modify each activity to meet the needs of each classroom and specific set of students.

[Only include the below course descriptions for the courses you are requesting approval for]

***Teaching Strategies for Students with Disabilities (4 Credit Hours)*** provides practical strategies for engaging students with disabilities in mainstream or self-contained classrooms. Content focuses on best practices for educators who serve students with exceptionalities, and explores the intersections between fine arts and general education. Curriculum emphasizes social-emotional learning, communication (verbal and non-verbal), and sensory sensitivities.

***Teaching Theater to Students of Varied Abilities (6 Credit Hours)*** emphasizes literacy, self-efficacy, independence, collaboration, and synthesizing personal experience into art. Sitting at a desk all day isn’t good for any learner - particularly a learner with disabilities. But when students participate in arts-related activities, they thrive both academically and socially. Expressive and receptive language skills strengthen, literacy skills increase, and classroom collaboration deepens. This course includes twenty-nine activities and over seventy resources I can use in my classroom right away.

***Teaching Music to Students with Exceptionalities (5 Credit Hours)*** prepares me to develop my student’s active listening, speech development, self-regulation, and critical thinking. When students engage in music-related activities, they develop a better mind-body connection and feel more a part of their community. The first section of this course explores how to conceptualize, organize, analyze, and refine artistic technique, while the second half of the curriculum teaches thirty-one activities I can use to put the previously named skills into practice. Over eighty resources, like premade playlists and complete lesson plans, are included in this course.

***Teaching Movement to Students of All Abilities (5 Credit Hours)*** focuses on how to use movement to develop proprioception, fine and gross motor skills, cultural awareness, self-regulation, and sequencing. Getting students up and moving is an effective, non-verbal way to level the playing field, facilitate meaningful social bonds, and ease unwanted behaviors stemming from tense group dynamics. The first half of the course explores movement theory and differentiation, while the second half of the course teaches twenty-two activities I can use with my students right away. The course also includes over sixty resources I can download to make implementation easy and effective.

The robust combination of inclusive practices, practical resources, information on sensory differences, and understanding behavior as communication is *exactly* the kind of professional development that will make a difference in a classroom like mine. Each course includes numerous assessments throughout to ensure assimilation, too. I am unable to move on to the next module until passing the current module’s assessment with a score of 70% or higher, and I cannot receive the course’s “Certificate of Completion” until each video has been completed and each assessment has been passed. A detailed breakdown of each course and its evaluation method can be found in the attached syllabus.

**Advantages for Our Students:**

The learnings from this course will help my students to:

* Discover their creativity
* Accelerate social emotional learning
* Boost academic performance
* Experience dignity

**My Personal Advantages:**

I sincerely appreciate the opportunity to grow as an educator, and I’m very excited about this series because it will help me:

* Grow my confidence in teaching students with disabilities
* Discover creative teaching strategies for all students
* More easily manage and get to the root of disruptive classroom behaviors
* Inspire inclusivity among my students
* Gain access to **200+practical resources** that will help me implement the strategies into my classroom with ease
* [Any additional input as to why this course is important to you]

**Summary of costs**

* ***Teaching Strategies*** *for Students with Disabilities (4 Hrs):* **$99.00**
* ***Teaching Theater*** *to Students of Varied Abilities (6 Hrs):* **$99.00**
* ***Teaching Music*** *to Students with Exceptionalities (5 Hrs):* **$99.00**
* ***Teaching Movement*** *to Students of All Abilities (5 Hrs):* **$99.00**
* Total for all four courses, or ***The Collection*** *(20 Hrs)*: **$299.00**

I am requesting [reimbursement / approval] for [course names], which totals [total dollar amount / total professional development hours].

I kindly appreciate you considering my request, and I hope you have a moment to take a look at the courses on PLU’s website, peoplelikeusdoc.com. I couldn’t be more excited for this opportunity, and am certain that this investment will make a difference in the lives of my students with and without developmental differences.

Thank you for your time,

[Your name]

[Attach [syllabus](https://peoplelikeusdoc.com/wp-content/uploads/2022/12/Master-Syllabi.pdf) to email]