[INSERT DATE]

[INSERT CONTACT NAME AND INFO]

**RE: Request for Approval to Attend the 2025 OPC Lead & Learn Annual Conference**

Dear [INSERT NAME],  
  
I am writing to request approval to attend the OPCLeadLearn Annual Conference, hosted by the Ontario Principals’ Council (OPC), taking place on November 13-14, 2025 at the Hilton Toronto Airport Hotel. The conference is focused on building connections and designed to empower and inspire school leaders focused on fostering professional growth and meaningful collaboration.

This learning will offer a valuable opportunity to engage with inspiring speakers, relevant workshops and meaningful networking to gain fresh insights, innovative tools and practical strategies that will elevate your leadership and impact on staff and students.

This important professional learning event brings together principals and vice-principals from across Ontario to engage in practical learning designed to support.

This professional learning experience aligns with our [INSERT DESCRIPTION OF CURRENT PRIORITIES/PROJECTS/GOALS – e.g., equity framework, digital learning strategy, leadership development plan] and will directly contribute to [INSERT NAME OF TEAM or BOARD]’s goals in the following areas:  
  
• [Insert specific goal or project #1]  
• [Insert specific goal or project #2]  
• [Insert specific goal or project #3]

**The reasons to support my attendance include**

**1. High-Quality Professional Learning**

Current, relevant and engaging programming designed to enhance learning and professional practice.

**2. Access to Valuable Resources**

Access to practical tools, strategies and materials shared by keynote speakers, workshop presenters and the OPC to support my ongoing growth.

**3. Meaningful Networking and Connections**

Build relationships and collaborate with principals and vice-principals from across Ontario.

**4. Diverse Perspectives**

Hear from a wide range of speakers and presenters who reflect diverse experiences, enhancing my understanding and approach to inclusive educational leadership.

**5. A Variety of Topics on Current Themes**

Several workshops are offered on

* community and relationship-based engagement
* equity, inclusion and anti-oppression
* inclusive and supportive instructional practices
* indigenous learning
* leadership development and coaching
* system and school improvement and
* well-being and resilience.

Estimated Costs:  
- Travel: $[INSERT]  
- Accommodation: $[INSERT]  
- Registration: $[INSERT]  
- Other: $[INSERT]  
  
Total: $[INSERT TOTAL]

The Ministry expressly shared with the OPC that in-person learning events within Ontario are an appropriate way for administrators to engage in learning and to allocate district-level PD funding.

Following the conference, I will share key takeaways, resources and strategies to inform our ongoing work and professional learning priorities.  
  
Thank you for considering this request. I am confident that attending the OPCLeadLearn Annual Conference will be a valuable investment in our leadership capacity and collective success.  
  
Sincerely,  
  
[INSERT YOUR NAME]  
[INSERT POSITION]