\*PERSONALIZE THE INFORMATION IN [BRACKETS] IN THE LETTER BELOW.

IF NEEDED, COMPLETE THE ESTIMATED COSTS ON PAGE 2.

[DATE]

Request to attend UnboundEd Standards Institute™ Atlanta 2026

<https://unbounded.org/events/standards-institute-atlanta-2026/>

Dear [School Administrator/District Leader/Colleague],

UnboundEd’s Standards Institute™ Atlanta 2026 will be held at Agnes Scott College from March 16 to 19 in Decatur, Georgia. I would like to attend this highly regarded professional learning event because it would provide me with substantial knowledge directly related to my work. It would also be a solid investment in our students’ success and academic growth.

Standards Institute is an immersive, in-person, course-like experience. Educators attending the Standards Institute come together in content- and grade-specific cohorts to hone their craft and make their instructional practices grade-level, engaging, affirming, and meaningful — GLEAM®.

I believe this is an opportunity to make a solid and timely investment in our students’ success and our school climate. I would receive valuable professional insight and actionable approaches to share with my colleagues. By attending the Standards Institute, I will be able to gain:

* A shared understanding and language for fostering GLEAM Instruction
* The mindsets, planning, skills, tools, and actions to deliver GLEAM Instruction
* A personalized action plan with context-specific opportunities to ensure GLEAM Instruction
* A national community of GLEAM Instruction champions committed to growth and change

I have attached estimated costs for attending the UnboundEd Standards Institute on the following page for your convenience. Please consider this worthwhile investment that will offer our [school/district/other] returns for years to come. For more information, visit the Standards Institute webpage ([unbounded.org/standards-institute](https://www.unbounded.org/standards-institute)).

Thank you in advance for your consideration.

Sincerely,

[Name]

**Estimated Costs for 2026 UnboundEd Standards Institute**

The costs to attend the 2026 UnboundEd Standards Institute are the registration fee, travel expenses, hotel, and a meal per diem.

Registration for UnboundEd Standards Institute:

$1,950 per person

The registration fee includes:

* Access to my pathway session for the entirety of the event
* Access to special events and all keynote sessions
* Registration materials
* Lunch and snacks each day

Travel Expenses:

* Airfare (or mileage if applicable): [fill in the blank]
* Ground transportation to/from hotel: [fill in the blank]
* Hotel: [fill in the blank]
* Additional Meals: [fill in the blank].

(Lunch and snacks each day are included in the registration fee.)

**Total Estimated Cost: [fill in the blank]**