(date)

Dear (Administrator’s Name)

As you know, after our return to in-person instruction, one of the areas of critical concern was learning loss. Learning in theatre arts, often grounded in cooperative learning dependent on face-to-face interactivity, was especially difficult to maintain within a virtual learning environment. With creative problem solving we were able to provide the students with vigorous learning activities; however the sequence of instruction was disturbed, and I have seen a decline in student knowledge and skills. **I am writing today with a request for support to address this learning loss by enrolling our students in summer instruction specific to theatre learning available at the International Thespian Festival.**

The International Thespian Festival is a five-day event sponsored by the Educational Theatre Association. Students attend the festival with their teachers and are immersed in theatre learning. The festival will be held June 20-25 at Indiana University in Bloomington, Indiana. This year, the festival returns to face-to-face learning with strict [COVID safety procedures](https://itf.schooltheatre.org/covid-19-safety.cfm#face-mask-requirements) in place to protect attendees. This unique summer learning opportunity offers students the chance to attend and critique nationally reviewed student performances and to meet and learn from diverse student populations from across the nation.

Most important, the festival offers 375 workshops with clear learning goals aligned to standards. Workshops are offered across the five major areas of theatre learning I use to guide my curriculum, which are defined by the Educational Theatre Association’s [Theatre Curriculum Framework](https://learn.schooltheatre.org/theatre-curriculum-framework): acting, producing/directing, writing, designing, and dramaturgy. With the depth and breadth of the workshops offered, I will be able to help my students identify workshops specific to the areas in which they have experienced learning loss and begin to rebuild the sequence of learning disrupted by COVID-19. While there, I will be able to attend workshops for educators, which will offer me professional learning opportunities and lead to an EdTA Certificate, highly valued state to state for the rigor of the learning it represents.

It is my understanding that at least 20% of the Elementary and Secondary School Education Relief (ESSER) funds distributed nationally must be used to address learning loss through interventions such as this that respond to students’ academic, social, and emotional needs. In addition, in the 15 types of spending allowable for use of ESSER funds, expenditures for additional instruction to provide remediation is permitted under approved expenditure #11. It is my hope that you might consider using a portion of our remaining ESSER funds to support the costs of sending our theatre education students and myself to this year’s International Thespian Festival, where I will guide them in choosing the workshops which will rebuild their lost skills and provide the much-needed remediation. We are respectfully requesting funding in the amount of (estimate the cost to send your students and yourself here — be specific and clear for the best chance of success).

My students and I thank you for considering this request. Not only is learning loss in theatre education as significant as in other subjects, it represents a loss not only in curricular learning, but in critical thinking skills, opportunities for collaboration and cooperation, and opportunities to learn and build skills in self-management and responsible decision making. For more details about the International Thespian Festival visit the Educational Theatre Association’s website at <itf.schooltheatre.org>.

We hope to hear from you at your earliest convenience, as registration will soon close for this popular and important learning opportunity for our students. Thank you for joining me in celebrating and supporting the theatre education program at our school so that we can together help students learn and grow and become all they can be.

Sincerely,

(your name)