

# EMAIL SCRIPTS

*By Heather from  
A Love for Special Learning*

## **Requesting professional development to be paid by school**

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I recently attended a free training during non-contract time and came away feeling inspired and motivated to support my students and their families in accessing government and community benefits (like SSI, SSDI, Medicaid, Guardianship, etc). There is a professional development being offered very soon that I believe would teach me the systems and strategies to support my students and families in accessing benefits, better than our (local outside agencies) are currently providing.

Given that this training is tied to my ability to meet my students needs and support them in their transition per their IEP, I'm asking that the school pay the cost. Anticipating approval, registration opens June 8th and closes June 18th. You can register and pay on my behalf at [ALoveForSpecialLearning.com/pd](https://ALoveForSpecialLearning.com/pd) or I can pay and submit for reimbursement. Please let me know how to proceed so I don't miss this opportunity.

I look forward to attending the professional development during my summer break and will happily report back what I have learned, how I'm better able to serve my students and families , and how I am applying the new found knowledge.

## **Requesting a substitute teacher to support families in accessing benefits**

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Since attending the professional development this summer, I have dedicated time in my schedule to meet and discuss benefits with my families. Through these conversations I have found that their needs are greater than I anticipated and they require that I assist them more closely through the application processes.

In order to meet my students and their families needs I'm asking for a substitute to cover my teaching periods so I can assist (student names) in meeting/applying/accessing for (benefit) on (date). My support is vital to this/these families accessing benefits because they trust me and know that I am working in the best interest of their student.

I look forward to being approved for a substitute teacher and will be happy to share what I plan to accomplish during my time, should you need a detailed schedule.