

Request for Approval to Attend the 2026 Xello Florida Summit

Dear [Decision-Maker's Name],

I am requesting your approval to attend the **2026 Xello Florida Summit**, scheduled for **February 19–20, 2026**, in **Central Florida**. This no-cost, high-impact event brings together Florida's educators, administrators, counselors, CTE professionals, and community leaders, all united around a shared mission: preparing students for success in college, career, and life.

Hosted by Xello, this summit directly supports the **Future of Work Florida** initiative, helping districts like ours align programming with the evolving needs of Florida's workforce and economy.

About the Summit

This two-day event begins with a **celebratory awards dinner**, where institutions like ours will be recognized for their commitment to student achievement. The next day features a full schedule of **expert-led workshops**, curated by Florida's top education and workforce development leaders. These sessions will focus on emerging trends in college and career readiness and employability skill-building, and scalable best practices.

Benefits of My Attendance

If approved, my participation will allow me to:

- **Gain proven strategies** for enhancing student readiness for college, career, and life
- **Collaborate and network** with state education and industry leaders
- **Learn from recognized experts**, including partners such as The Scholarship Plug
- **Return with resources**, tools, and insights that can be immediately shared with our staff

Estimated Cost Breakdown

Item	Estimated Cost
Travel (airfare/gas)	\$
Accommodations (1 night)	\$200
Meals (2 days)	\$30-60 (Dinner on Feb 19 and breakfast/lunch on Feb 20 provided by Xello)
Registration Fee	\$0 – No Cost
Total Estimated Cost:	

Note: Xello covers all registration fees for attendees, making this a cost-effective professional development opportunity.

Post-Summit Commitment: To ensure value, I will provide a post-event summary, share materials, and support integration of key insights into our college, career and life readiness planning efforts.

Thank you for considering this request. I am confident that attending the Xello Florida Summit will equip me with strategies and partnerships that strengthen our students' readiness and align with our district's long-term vision for student future preparedness.

Sincerely,
[Your Full Name]
[Your Title]
[Your School/District]