



JUSTIFICATION TOOLKIT



OCTOBER 29-31, 2025



TOOLKIT MODEL USED BY WHPE WITH IAHPERD AND SHAPE AMERICA PERMISSION



**SHAPE
America**

SOCIETY
OF HEALTH
AND PHYSICAL
EDUCATORS®



Use This Toolkit to Make the Case to Attend

- Develop talking points using the needs/benefits table to explain to your supervisor/principal how attending the state convention will help you meet the needs of the school's/district's current initiatives.
- Customize and send the justification template letter to your supervisor to set up a face-to-face meeting.
- Review our talking tips before meeting with your supervisor.
- Finally, use this toolkit to share how this professional development experience will lead to more effective teaching and better learners in the classroom.

Tips for Speaking with Your Principal/Supervisor

1. Request an appointment to speak with your school principal/supervisor.
2. Use the toolkit to match the benefits of attending to specific needs within your school/district. Once the convention program is available online, select specific sessions you plan to attend and share how they align with your specific goals and responsibilities.
3. Read through SHAPE America's [ESSA 10 Top Tools](#) to help answer any questions related to federal law and how it affects physical education and health and your school/district.
4. Use your most recent evaluation to address areas you could improve upon by attending the state convention.
5. Title II funds can be used to pay for your attendance at the convention. Go over [this document](#) with your principal, in case they are not aware of that method of funding your convention attendance.
6. After the convention, follow up on how you plan to apply what you learned at the convention throughout the school year.
7. Offer to hold a brief training session on new tactics and best practices for the staff who did not attend.
8. Show your administrator the following one-pager and go over the benefits of attendance to your school district and you.

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School District's Needs	Attendee Benefits
<p>Ensure all students are given the best opportunity to meet state and national standards for health and physical education (HPE)</p>	<ul style="list-style-type: none"> ✓ Discover dynamic ideas to create and deliver a standards-based curriculum so that students acquire the skills, knowledge, and behaviors that will lead to living an active, healthy life ✓ Learn best practices for creating an inclusive environment in health and physical education class ✓ Explore the latest tools in measuring how well students are progressing toward achieving the standards for HPE
<p>Help students become better learners</p>	<ul style="list-style-type: none"> ✓ Increases in academic achievement and test scores ✓ Positive associations with attention, concentration, and on-task behavior ✓ Improved classroom behavior and decreased disciplinary issues and reduced participation in high-risk behaviors
<p>Develop expertise in differentiated instruction to meet the learning needs of all students</p>	<ul style="list-style-type: none"> ✓ Gain strategies to refine your approach to teaching and effectively address all students' learning needs ✓ Acquire a sharper focus on teaching the essential ideas and skills of various content areas ✓ Learn new ways to assess, reflect, and adjust content and the learning process to meet student needs ✓ Learn best practices for responding to individual student differences that can lead to a more inclusive learning environment (such as learning style, prior knowledge, interests, and level of engagement)
<p>Better understanding of the whole child approach to education including strategies that meet the social-emotional learning needs of students</p>	<ul style="list-style-type: none"> ✓ Strategies to address:- using a skills-based approach to deliver health education and promote healthy literacy in schools- developing a comprehensive school physical activity program, which includes a well-designed physical education program and opportunities for physical activity before, during, and after school. ✓ Resources to implement a skills-based curriculum that will lead students to make healthy choices ✓ Focus on activities that promote social-emotional learning for students, K-12
<p>Understand how to maximize opportunities to receive funding under the Every Student Succeeds Act (ESSA) federal education law</p>	<ul style="list-style-type: none"> ✓ Become the expert on ESSA and learn the latest on the implementation timeline and process for distributing funds ✓ Learn how to make the best use of SHAPE America's resources to ensure that Health and PE are included in ESSA implementation plans ✓ Explore new avenues for funding and support for HPE programs ✓ Identify new communication tactics and key messages to share with various education and community stakeholders to garner support for HPE ✓ Discover strategies for coalition building and creating successful partnerships in support of HPE

Justification Letter

[Click this link to access a Google Doc version of this letter](#)

<Date>

Dear <Name of Principal or Supervisor> ,

With more and more evidence showcasing the benefits of health and physical education for students in the classroom, I am eager to tell you about an upcoming state professional development opportunity that can improve my teaching skills and lead to better learning in the school for all students.

On October 29-31, my professional organization, WHPE, will be hosting its 2025 State Convention. As an attendee, I will have an opportunity to gain hands-on experience and learn from National, District, and Wisconsin Teachers of the Year, as well as other Wisconsin Health & Physical Education teachers, who will share how I can:

- Meet the state and national standards for health and physical education
- Help students become active learners
- Implement a whole-child approach at our school to ensure students are healthy and ready to learn
- Incorporate practical ideas to infuse more physical activity during the day
- Meet the needs of all students through differentiated instruction
- Maximize opportunities to receive funding under the Every Student Succeeds Act
- Meet the needs of all learners to maximize student engagement using the latest technologies
- Create active learning environments that can positively affect a broad range of student social, health, behavioral, and academic needs

I would appreciate the time to discuss this professional development opportunity and how you can support my attendance.

Sincerely,

<Full Name>

<Title>

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