



Justification Toolkit

Each year, thousands of health and physical educators come together at the [SHAPE America National Convention & Expo](#) – the “can’t miss” professional development experience for HPE professionals.

In 2025, we hope you’ll join us in Baltimore, MD, April 1-5, for your opportunity to:

- Learn from experienced teachers and other industry experts;
- Discover valuable new programs and resources for your HPE program;
- Build new relationships and grow your professional network;
- Engage with the brand-new Physical Education and Health Education National Standards.

If you need approval from your principal/supervisor to attend, follow these three steps:

1. Review the **Tips for Speaking** with Your Principal/Supervisor.
2. Develop talking points using the **Needs/Benefits Table** so you can explain how attending the national convention will help you meet the needs of your school/district.
3. Customize and send the **Justification Letter** to your supervisor to set up a face-to-face meeting.

Tips for Speaking with Your Principal/Supervisor

1. Request an appointment to speak with your school principal/supervisor.
2. Use the Needs/Benefits Table in this toolkit to match the benefits of attending to specific needs within your school/district. Once the convention program is available online, select sessions you plan to attend and share how they align with your specific goals and responsibilities.
3. Use your most recent evaluation to address areas you could improve upon by attending the national convention.
4. Review our [list of funding ideas](#) and select options to discuss with your principal.
5. Offer to hold a training session after the convention so you can share new tactics and best practices with colleagues who did not attend.



School District's Needs	Convention Attendee Benefits
<p>Ensure all students are given the best opportunity to meet local, state, and national standards for health and physical education (HPE)</p>	<ul style="list-style-type: none"> ✓ Learn about and engage with the SHAPE America National Physical Education Standards and National Health Education Standards, which were released in March 2024 ✓ Gain insight on how to apply and implement new concepts and strategies within health and physical education related to the new national standards ✓ Discover dynamic ideas to create and deliver a standards-based physical education curriculum and standards-based and skills-based health education curriculum ✓ Learn best practices for creating an inclusive environment in health and physical education class ✓ Explore the latest assessment strategies for measuring how students are progressing toward achieving HPE standards
<p>Create active learning environments that can positively affect a broad range of student social, health, behavioral, and academic needs</p>	<ul style="list-style-type: none"> ✓ Get the latest research on the effects and benefits of personal and social skills from our academic standards and how they benefit the development of your students ✓ Learn how to create positive learning environments that have a student-centered approach and enhance teacher-student relationships ✓ Identify new instructional practices and strategies to amplify student engagement and learning comprehension
<p>Help students become better learners</p>	<ul style="list-style-type: none"> ✓ Learn strategies to increase students' physical activity levels in PE class, as well as before, during, and after school. This can lead to student success, such as: <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 reduced disciplinary issues ✓ Learn strategies to increase student moderate to vigorous physical activity levels within your lesson plan structure. Research shows this can enhance; <ul style="list-style-type: none"> ▪ Student academic achievement and test scores ▪ Positive associations with attention, concentration, and on-task behavior ▪ Improved classroom behavior and reduced disciplinary issues ✓ Acquire new strategies to strengthen a holistic instructional approach from the academic standards across all learning domains; cognitive, physical, social, affective.



Needs	
<p>Understand how to become an advocacy leader in your community to gain support for HPE programs</p>	<ul style="list-style-type: none"> ✓ Learn how to develop and implement programs that grow and support HPE programs in your school district ✓ 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
<p>Develop expertise in differentiated instruction to meet the learning needs of all students</p>	<ul style="list-style-type: none"> ✓ Gain strategies to effectively address the learning needs of all students by upgrading knowledge on modifications and adaptations for students with varying abilities ✓ Acquire a sharper focus on combining the essential skills and concepts from other content areas ✓ Learn new ways to assess, reflect and adjust content and the learning process to meet students' needs ✓ Uncover more ways to foster equity and inclusion within your classroom and school community. ✓ 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 understand the whole-child approach to education to ensure students are healthy and successful academically</p>	<ul style="list-style-type: none"> ✓ Implement an inclusive, whole-child approach at your school to ensure students are healthy, supported, and ready to learn. ✓ Learn strategies for implementing the Whole School, Whole Community, Whole Child (WSCC) model, including: <ul style="list-style-type: none"> ▪ 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 PE program and opportunities for physical activity before, during and after school
<p>Explore the latest technologies to improve student engagement and find ways to capitalize on existing school technologies</p>	<ul style="list-style-type: none"> ✓ Try the latest products, services and technology tools geared toward HPE and physical activity in schools and learn to: <ul style="list-style-type: none"> ▪ Maximize student engagement using modified equipment for students with disabilities ▪ Create a personalized, tech-assisted learning environment ▪ Collect meaningful formative data to reflect on instruction and engage in an effective assessment and learning cycle for students ▪ Manage student data related to standards-based curriculum objectives



Justification Letter

<Date>:

Dear <Name of Principal or Supervisor>,

I am eager to tell you about an upcoming national professional development opportunity that can improve my teaching skills and lead to better learning for all students.

On April 1-5, 2025, SHAPE America – Society of Health and Physical Educators will be hosting its National Convention & Expo in Baltimore, MD. As an attendee, I can learn best practices for health and physical education, get hands-on experience, and gain valuable insights from experienced teachers – including SHAPE America’s Teachers of the Year.

Research and other evidence continue to show the many benefits of health and physical education for students, and attending this national convention will give me invaluable information, tools, and resources which I can use in my teaching to:

- Meet local, state, and national standards for health and physical education;
- Create active learning environments that positively affect a broad range of students’ academic, health, and social-emotional needs;
- Implement a whole-child approach at our school that incorporates social and emotional learning;
- Incorporate practical ideas to infuse more physical activity during the school day;
- Meet the needs of all students through differentiated instruction;
- Advocate for support in the community for HPE programs; and
- Meet the needs of all learners using the latest technologies.

The scheduled sessions are research- and evidence-based, and the presenters share best practices for standards-based instruction.

In addition, by attending the national convention, I will benefit from learning and engaging with the SHAPE America National Physical Education Standards and National Health Education Standards, which were released in March 2024.

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

Sincerely,

<Full Name>

<Title>